
2006

STIDistrict KY

Start of Year Procedures

STI

This guide was created jointly by STI and the Kentucky Department of Education.

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This document was last modified on June 22, 2006. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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Start of Year Procedures

Review Data Entry Guidelines with Schools

District administrators should become familiar with the Kentucky Guidelines document, available at www.sti-k12.com. This document should be distributed to appropriate school personnel, and procedures relative to state reporting should be emphasized.

Review First Day of School Procedures with Schools

Prior to the first day of attendance, schools will mass assign an entry date and code to all students. Those students who do not show for the first day of school are made “inactive” in the local school using STIDistrict Enrollment. Schools in the past have had the ability to use STIOffice or the STIDistrict Enrollment program to make a student inactive. **The STIDistrict Enrollment program should be used this year to make a student inactive.** Complete procedures on how this is done are listed below. District administrators should review this procedure with schools prior to the first day of attendance to ensure that they are prepared.

Plan for Data Error Checking Throughout the Year

District administrators should develop a plan for checking data for errors throughout the year, and should share this plan with schools. This should include:

- Running the STIOffice Error Report.
 - Reconciling the PA reports at the schools at the end of each attendance month.
 - Reconciling the PA reports from STIOffice with the PA-17 Report from STIDistrict at the end of each attendance month.
 - Periodically running various state reports in STIDistrict to check for errors.
 - Periodically running the various Conflict Reports in the STIDistrict Workstation to check for problems.
-

Disaster Recovery Plans

District administrators must have confidence in their ability to recover from a loss of data. The plan for backups of the following databases should be shared with several trusted key personnel:

- STIOffice
- STIClassroom
- STISets/Health
- STIDistrict

A good idea would be to prepare written instructions on how backups are done, where backups are stored (preferably on “off-site” removable media), and how to restore from the backups.

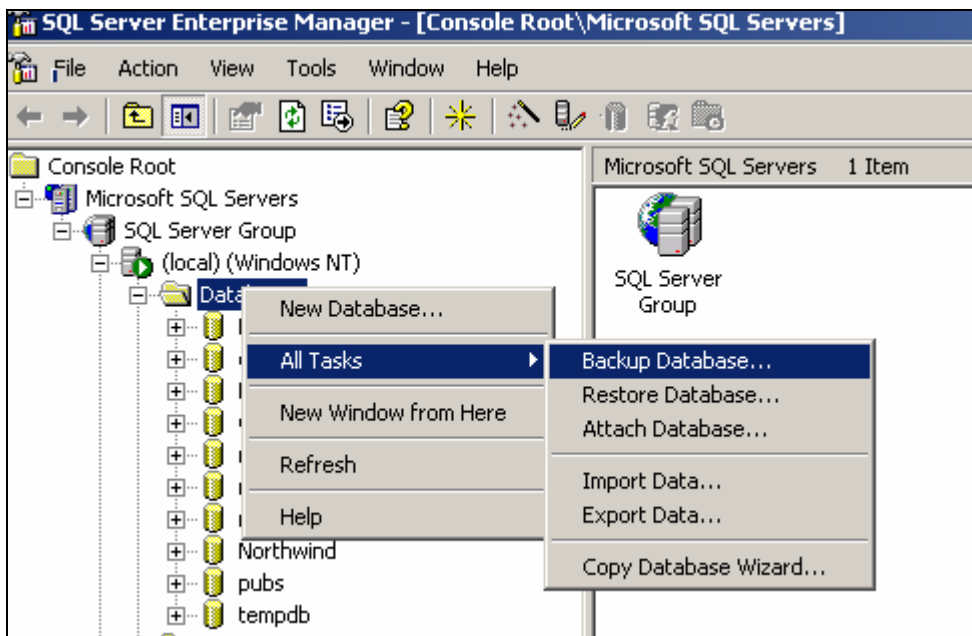
STIDistrict – SQL Database Maintenance Plan

A document explaining how to create an SQL database maintenance plan is available from the Quick Reference Guides page at www.sti-k12.com. Districts are encouraged to download this document and follow the steps within to create database maintenance jobs on the district (SQL) server that will maintain the general health of the database.

How to Create a District Database Backup

To create a database backup in SQL Server:

1. At your District Server (where SQL is installed), open the Enterprise Manager for SQL Server. Click Start, then Programs, then Microsoft SQL Server, then Enterprise Manager.
2. Expand the “nodes” under the Console Root until the Databases folder is revealed.
3. Expand **Databases**, right-click the database, point to **All Tasks**, and then click **Backup Database**.



4. In the **Name** box, type the backup set name. Optionally, in **Description**, type a description of the backup set.
5. Under **Backup**, click **Database - complete**.
6. Under **Destination**, click **Tape** or **Disk**, and then specify a backup destination.

If no backup destinations appear, click **Add** to add an existing destination or to create a new one.

7. Under **Overwrite**, do one of the following:
 - Click **Append to media** to append the backup to any existing backups on the backup device.
 - Click **Overwrite existing media** to overwrite any existing backups on the backup device.

8. Optionally, select the **Schedule** check box to schedule the backup operation for later or periodic execution.



9. Optionally, click the **Options** tab and do one or more of the following:
- Select the **Verify backup upon completion** check box to cause the backup to be verified when backed up.
 - Select the **Eject tape after backup** check box to cause the tape to be ejected when the backup operation has completed. Available only with tape devices.
 - Select the **Check media set name and backup set expiration** check box to cause the backup media to be checked to prevent accidental overwrites. In **Media set name**, type the name of the media to be used for the backup operation. Leave blank when specifying only the backup set expiration.

10. If it is the first use of the backup media, or you want to change an existing media label, under **Media set labels**, select the **Initialize and label media** check box and type the media set name and media set description. The media can be initialized and labeled only when overwriting the media.

The screenshot shows the 'SQL Server Backup - daisi' dialog box with the 'Options' tab selected. The 'Options' section includes a description of backup verification and four checkboxes: 'Verify backup upon completion' (unchecked), 'Eject tape after backup' (unchecked), 'Remove inactive entries from transaction log' (checked), and 'Check media set name and backup set expiration' (checked). Below these are fields for 'Media set name' and 'Backup set will expire:'. The expiration options are 'After: 1 days' (selected) and 'On: 4/20/2004'. The 'Media set labels' section includes a description of media initialization and a checkbox 'Initialize and label media' (unchecked). Below this are fields for 'Media set name' and 'Media set description'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

SQL Server Backup - daisi

General Options

Options

Verifying the backup will read the entire backup and check for media integrity. Checking the identity and expiration of the media prevents accidental overwrites.

☐ Verify backup upon completion

☐ Eject tape after backup

☒ Remove inactive entries from transaction log

☒ Check media set name and backup set expiration

Media set name:

☐ Backup set will expire:

☒ After: days

☐ On:

Media set labels

Initializing tape or disk media set erases the previous contents of the media and labels the media set with a name and description.

☐ Initialize and label media

Media set name:

Media set description:

OK Cancel Help

STIDistrict Rollover and Mandatory Updates

Plan Ahead! Hard Drive Requirements for SQL Server

When you run the Rollover for STIDistrict, the rollover procedure will check the available hard drive space on your machine and determine if you have enough space available to perform the rollover. The rollover process in STIDistrict will archive the current year's database, and then create a new database for next year. STI recommends that the server should have at least three times the amount of space used by the current year's database as available free space prior to rollover.

When and how will the STIDistrict Rollover happen this year?

STI will post installation files for the STIDistrict Rollover program sometime in June. This will be released at approximately the same time that all of the version 9.0 mandatory updates will be posted. Only after installing this update should a district perform the rollover. Instructions on how to do the rollover will be posted along with that release.

- **NOTE:** Make sure all EOY state reports have been completed and verified by KDE before rollover.

General Rollover Steps for STI Products

Rollovers prepare the local school and district databases for the new school year. Rollovers should be done only after the district has satisfied all required reporting for the year, and only after backups for all data have been performed. The general sequence of events for rollover is as follows:

- Produce the Student PDF Archive Export using the STIDistrict Workstation (optional).
- Stop STIDistrict Import Engine.
- Disable STIDistrict Net scheduled uploads (optional, depending on gap between updating school and district apps).
- At each school, backup the STIOffice Data for the school.
- At each school, backup the STI SETS (if installed) Data for the school.
- Perform the STIOffice Rollover at each school.
- Update STIOffice at each school to version 9.0.
- Update STI SETS (if installed) at each school to version 9.0.
- Update STI Health (if installed) at each school to version 9.0.
- Update the STIDistrict Enrollment program at each school to version 9.0.
- Update all instances of STIDistrict Net throughout the district to version 9.0.
- Update to version 9.0 of the STIDistrict Import Engine.
- Backup the STIDistrict SQL Database.
- Perform the STIDistrict Rollover. Instructions on rollover procedures will be posted along with the version 9.0 Import Engine release notes. Please review and follow these carefully.
- Restart the STIDistrict Import Engine.
- Update to version 9.0 of the STIDistrict Workstations.
- Update to version 9.0 of SETS DL (district level) if installed.
- Perform an Upload All using STIDistrict Net at each school, including inactive students and all preschool students.

Updates to STIDistrict products may require additional supporting software updates (mdac, .net framework, etc...). Any new requirements will be communicated to districts with release notes.

STIDistrict Rollover Tool Installation Steps:

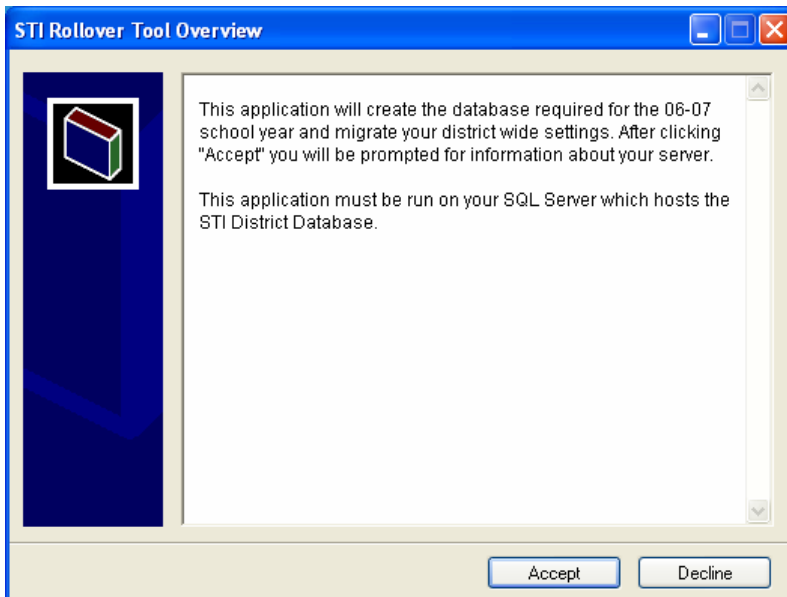
1. Download the installation file (STIDistrictRollover.exe) from www.sti-k12.com to the district's SQL Server (the server where SQL is installed).
2. Download the installation file (dotnetfx_V1.1.exe) for Microsoft .Net Framework version 1.1 if it is not already installed on your server. If you are unsure if .Net Framework has already been installed, download and install it.
3. Stop the Import Engine program.
4. Double-click on the .Net Framework installation file (dotnetfx_V1.1.exe), and take all defaults during installation.



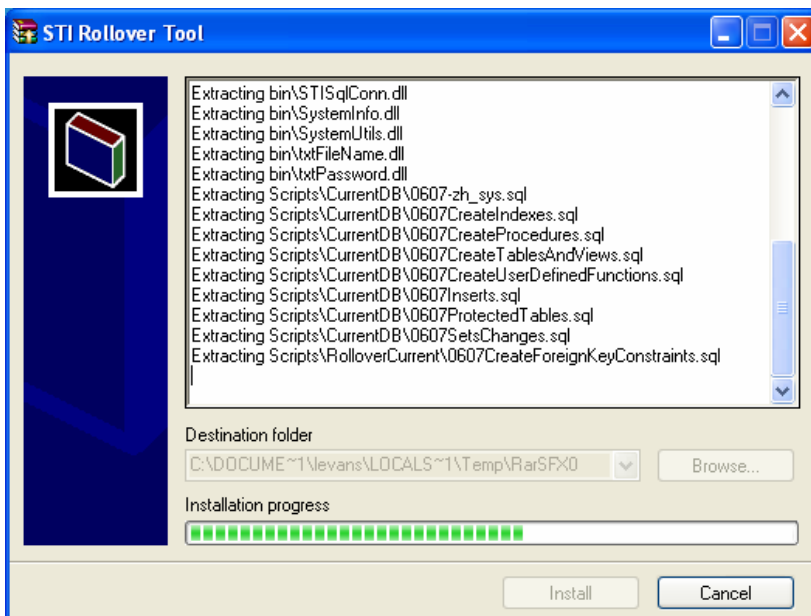
5. Double-click on the Rollover Tool file (STIDistrictRollover.exe) to begin Rollover.



6. Click on the Run button.



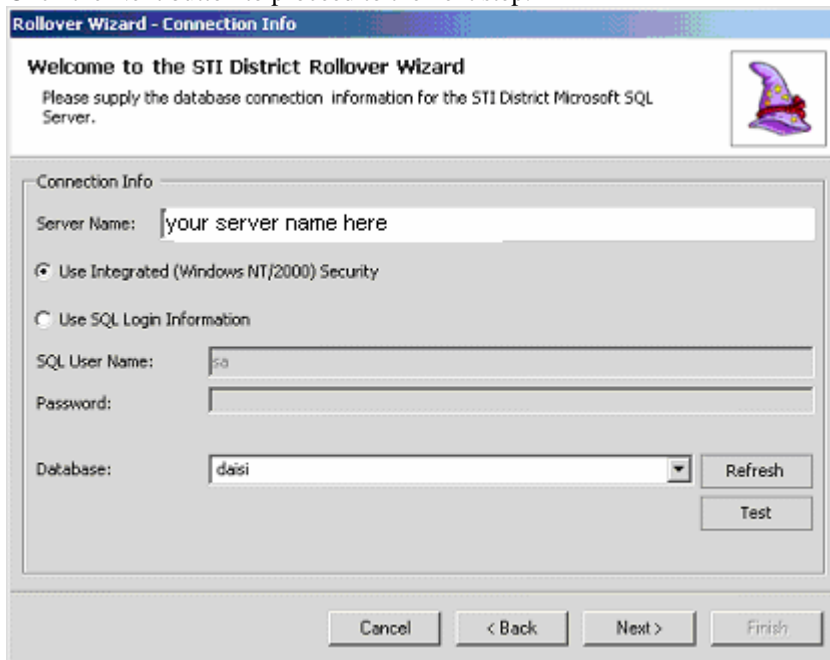
Click Accept to continue with the rollover process or Decline to stop the rollover process.



Click the install button to continue the rollover process.

Rollover Steps

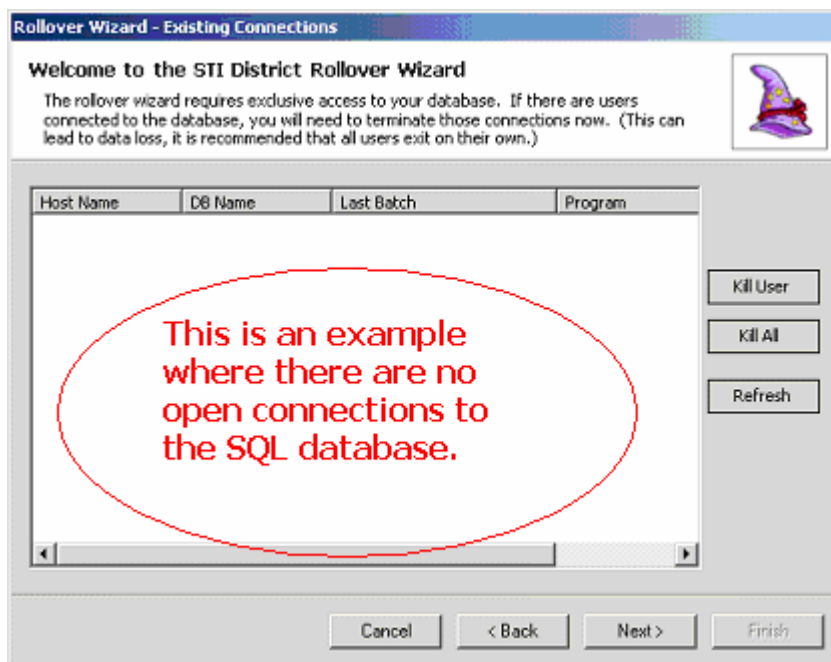
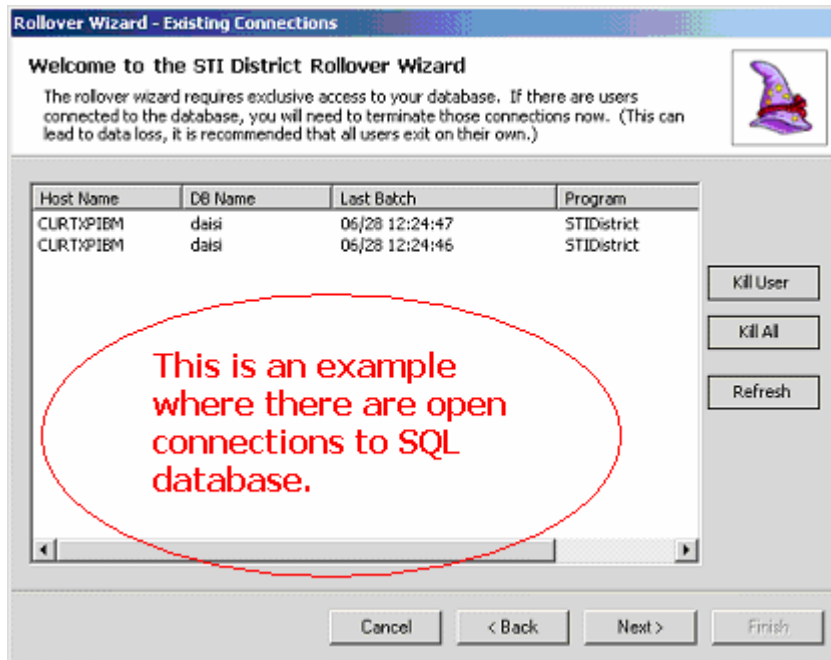
1. DO NOT PROCEED WITH THIS PROCESS UNLESS THE SQL DATABASE (DAISI) HAS BEEN BACKED UP.
2. Prior to performing the STIDistrict rollover, require all users that connect to the 'daisi' SQL database to close their programs. These programs would include:
STIDistrict Import Engine
STIDistrict Workstation
STIDistrict Enrollment Program
District Level Health
District Level SETS
STITextbook
Crystal Reports
3. Type the name of your SQL Server machine into the space labeled "Server Name". Select either "Use Integrated..." (Recommended) or "Use SQL Login..." to authenticate against the SQL Server. If "Use SQL Login..." is selected then you will need to enter 'sa' as the SQL User Name, and also type in the password for that account. Click on the down-arrow to the right of the Database list and select "daisi" from the list provided. Click the Next button to proceed to the next step.

The screenshot shows a Windows-style dialog box titled "Rollover Wizard - Connection Info". The main text says "Welcome to the STI District Rollover Wizard" and "Please supply the database connection information for the STI District Microsoft SQL Server." There is a small wizard icon in the top right. The "Connection Info" section contains a "Server Name:" text box with "your server name here" entered. Below it are two radio buttons: "Use Integrated (Windows NT/2000) Security" (selected) and "Use SQL Login Information". Under the second radio button are "SQL User Name:" and "Password:" text boxes, both containing "sa". Below these is a "Database:" dropdown menu showing "daisi", with "Refresh" and "Test" buttons to its right. At the bottom are "Cancel", "< Back", "Next >", and "Finish" buttons.

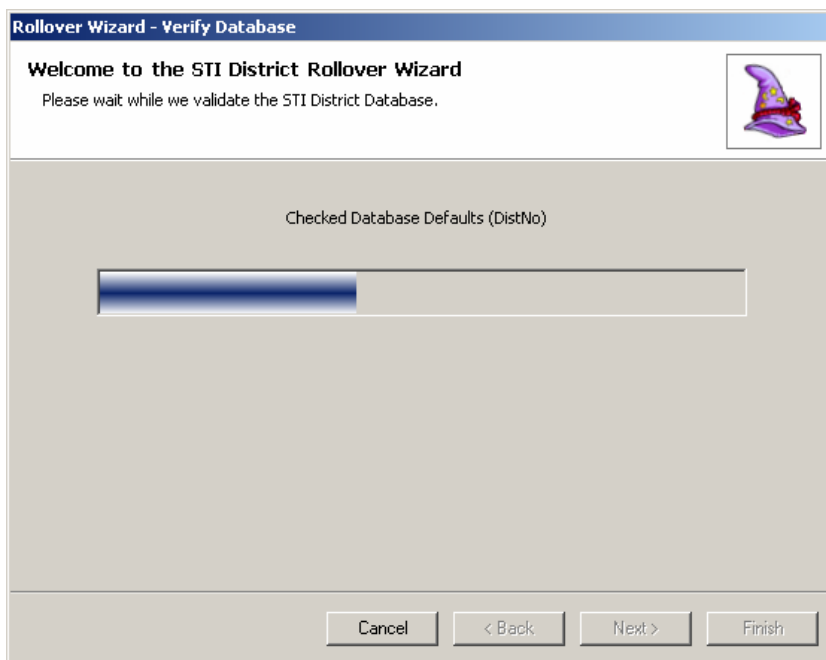
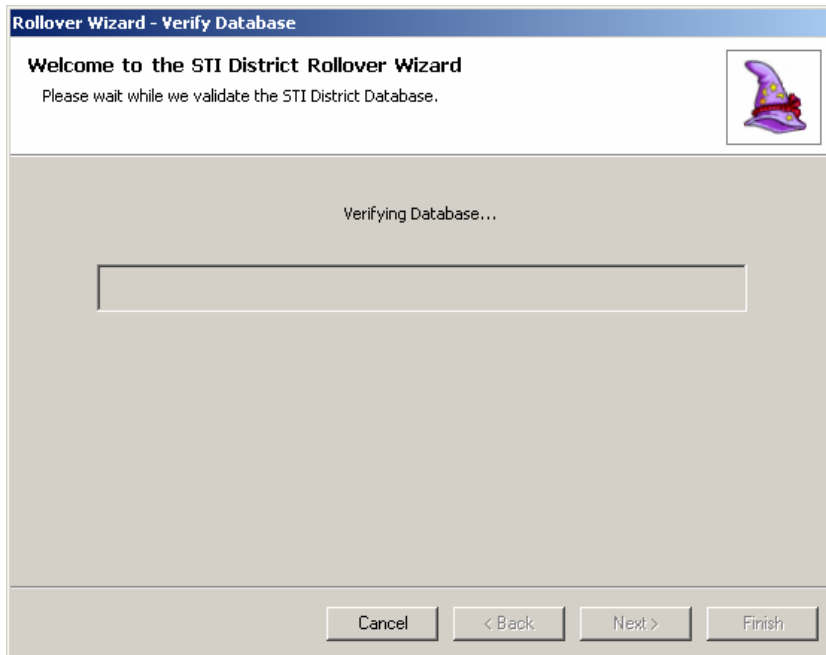
4. The Rollover wizard will detect any open connections to the database. If there are connections listed, STI recommends that an attempt to have the users close their programs that are connected should be made. After the users have closed their programs click on the Refresh button to verify.

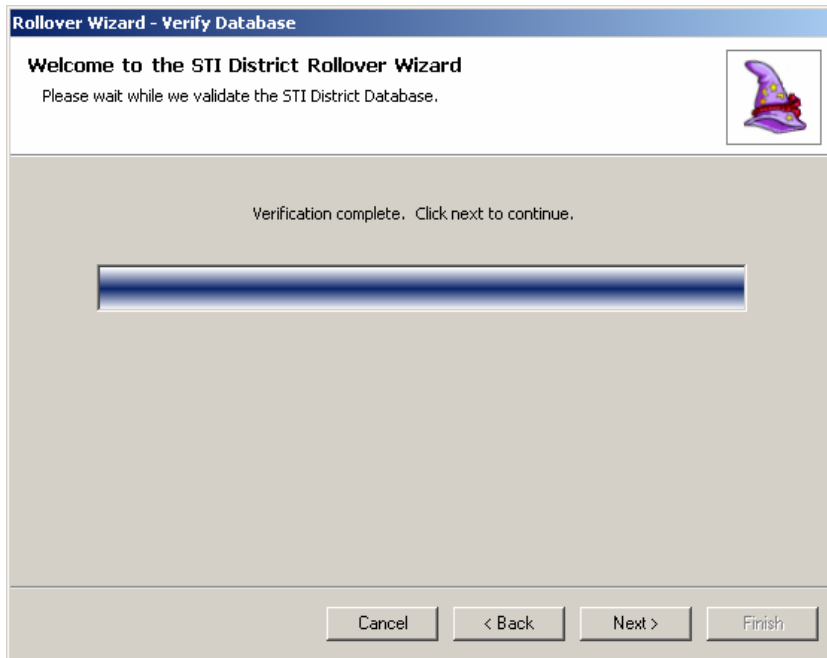
If you are unable to get all users to close their connections, then you may "kill" individual connections by highlighting the connection in the list and selecting "Kill User", or you may click on the "Kill All" button to remove all connections to the database.

Click Next when all connections are closed and you are ready to proceed.

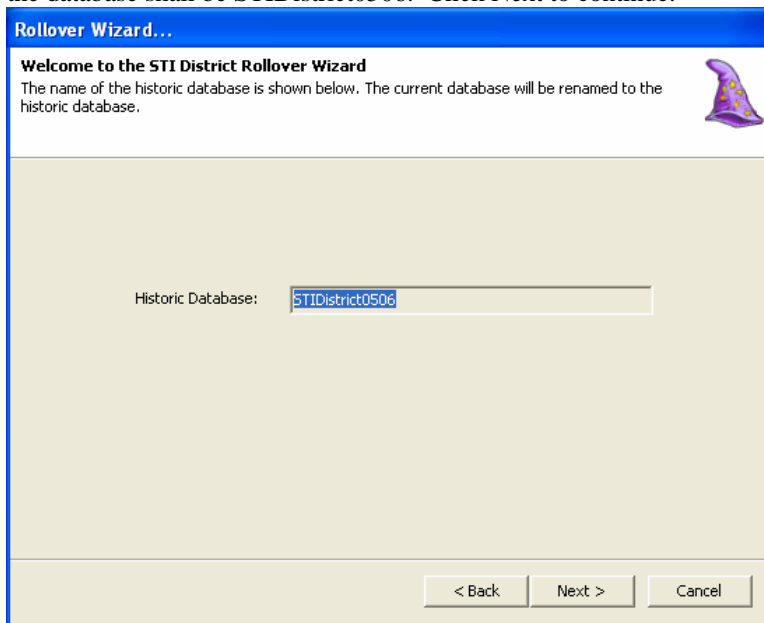


- The wizard will now connect to the database and verify that the database is valid. When this step completes, click Next to proceed.

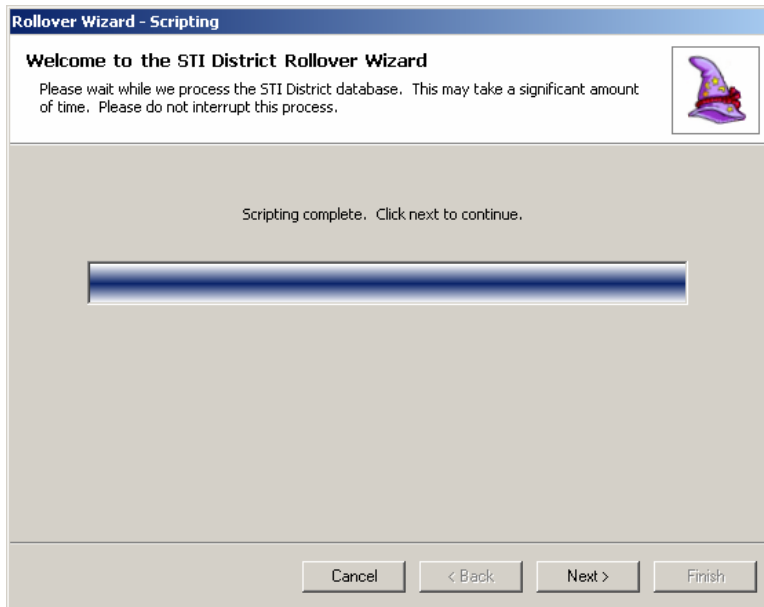
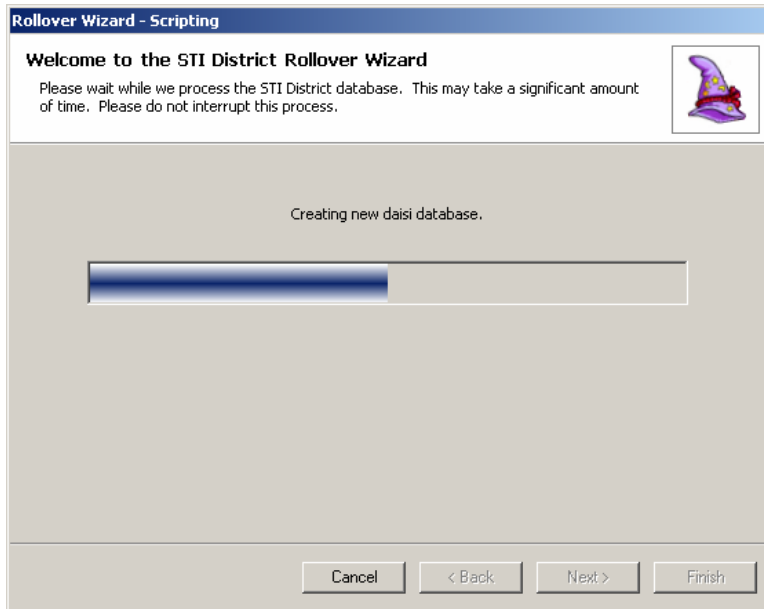




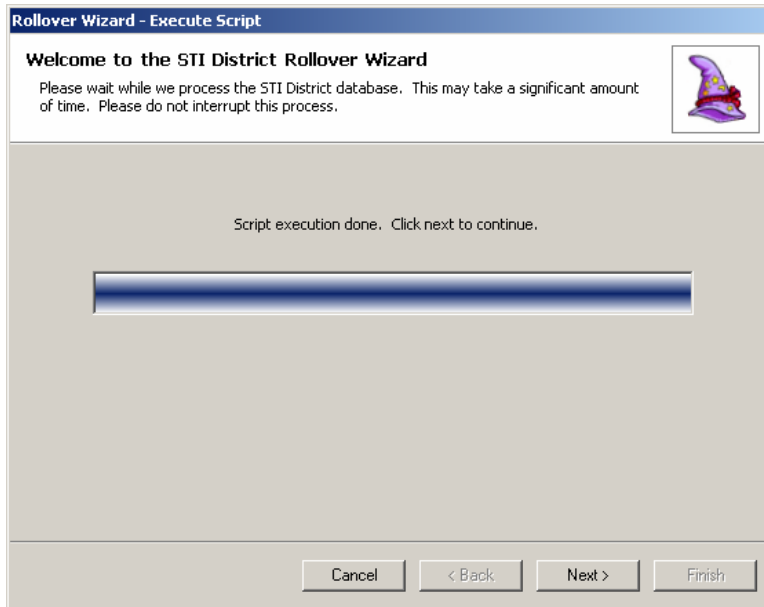
6. The rollover process will create a database for storing the 2005-2006 school year data. By default the name of the database shall be STIDistrict0506. Click Next to continue.



7. The Rollover wizard will now begin creating various scripts for processing the old and new databases. This will definitely take time, so be patient. At various points during the process you may even see that a screen will display a message that a process is complete, but there will be no progress bar activity, and the Next button will remain dimmed. Do not be alarmed. This simply means that one script has completed, and the next will begin shortly. You will not be able to proceed until all scripts have completed, and you will know this because the Next button will no longer be dimmed. When the Next button becomes available, click it to proceed to the next step.

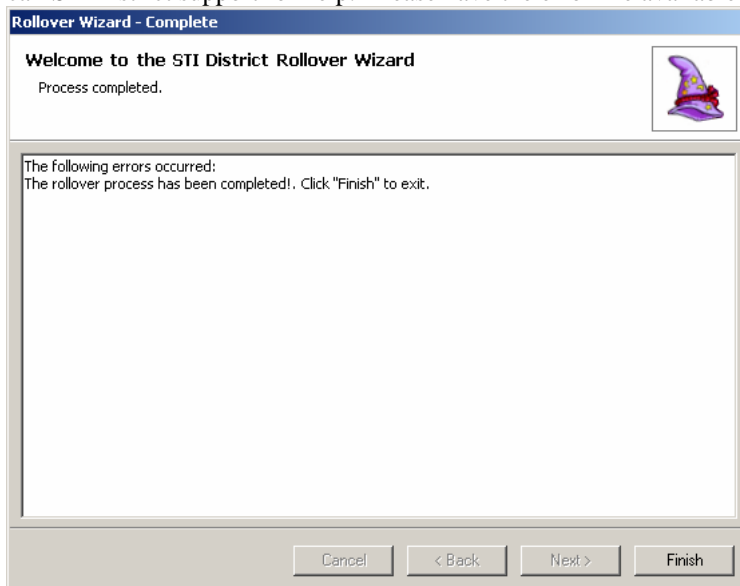


8. This next step will actually run the various scripts that were created in the previous step. Click Next when this process is complete.



9. The rollover is now complete! You now have a database called “STIDistrict0506” that contains all of the data from the 2005-2006 school year (as of the last upload from every school), and a database called “Daisi” that will be the 2006-2007 school year district database. You are now ready to update the other STI applications (STIOffice, STIDistrict Net, Import Engine, etc...) and begin importing data into this new database.

Note - If errors existed during the rollover process, they will be listed in the window displayed below. Also, when exiting this window you will be prompted to save the error messages as a text file in the location of your choice. Errors may or may not be significant, and if you are concerned about any errors you receive feel free to call STIDistrict support for help. Please have the error file available when making the call.



STIDistrict Import Engine Update Notes

The STIDistrict Import Engine will need to be updated to version 9.0. If the district runs multiple Import Engine “nodes”, then each node will need to be updated.

To update the program:

1. If the Import Engine is currently running, close it.
2. Uninstall the current version of the Import Engine. This is not required, but strongly recommended. To uninstall the Import Engine, click on Start, then Settings, then Control Panel. Select Add/Remove Programs, then select STIDistrict Import Engine (v9). Click on the Change\Remove button, then proceed as prompted until the program has been un-installed. If you choose not to uninstall version 8 of the Import Engine, it is strongly recommended that you at least delete the icon from the desktop to avoid confusing it with the new icon.
3. Download the installation file for version 8 of the STIDistrict Import Engine (STIDistrictImport_v90.xx.exe) from www.sti-k12.com to the machine to be updated. Begin the installation by double-clicking the file. Take all default options during install.
4. After the installation is complete you will need to configure the Import Engine. Configuration settings will determine what data is to be imported from schools, when it is to be imported, and the SQL database into which the data will be imported. click on Start, then Programs, then STI Applications, then District Import Engine v9, then DistrictImportEngine_v9 (Setup). Refer to the information below when editing the settings.

SQL Server Tab

SQL Server

Type either the IP Address or the computer name of the STIDistrict (SQL) server into this field.

Database

Type ‘daisi’ into this field.

Admin ID

Type ‘sa’ into this field.

Password

Type the password associated with the ‘sa’ account in SQL server.

FTP Directory

Enter the path to where incoming upload files are deposited. This is typically a folder called \daisiupl, and is on a local drive such as C.

The screenshot shows the 'STIDistrict Import Configuration' dialog box with the 'SQL Server' tab selected. The fields are filled with the following values: SQL Server: 'ServerName or IP Address', Database: 'daisi', Adm ID: 'sa', Password: 'xxx', Sql Timeout: '1000', and FTP Directory: 'C:\DaisiUpl'. The dialog box has a standard Windows interface with 'Ok', 'Cancel', and 'Help' buttons at the bottom.

Import Active Times Tab

Use this screen to schedule when the Import Engine will add data to the STIDistrict database. The scheduler allows the import to occur during one-hour increments. Selecting a time will cause the Import Engine to add data during that particular hour. This feature determines when data is actually added to the database. Users should be aware of the times selected so that they may avoid creating important reports and doing backups during the times when the data is being added to the database.

The screenshot shows the 'STIDistrict Import Configuration' dialog box with the 'Import Times' tab selected. The dialog has a title bar with a close button (X). Below the title bar is a tabbed interface with tabs for 'SQL Server', 'Import Times', 'Enrollment Builder', 'Email', 'Options', and 'School Write Back'. The 'Import Times' tab is active, displaying a list of 24 one-hour increments from 12:00 AM to 11:00 PM. Each time slot is preceded by a checked checkbox. To the right of the list are two buttons: 'All' and 'None'. At the bottom of the dialog are three buttons: 'Ok', 'Cancel', and 'Help'.

Time	Time
<input checked="" type="checkbox"/> 12:00 AM	<input checked="" type="checkbox"/> 12:00 PM
<input checked="" type="checkbox"/> 1:00 AM	<input checked="" type="checkbox"/> 1:00 PM
<input checked="" type="checkbox"/> 2:00 AM	<input checked="" type="checkbox"/> 2:00 PM
<input checked="" type="checkbox"/> 3:00 AM	<input checked="" type="checkbox"/> 3:00 PM
<input checked="" type="checkbox"/> 4:00 AM	<input checked="" type="checkbox"/> 4:00 PM
<input checked="" type="checkbox"/> 5:00 AM	<input checked="" type="checkbox"/> 5:00 PM
<input checked="" type="checkbox"/> 6:00 AM	<input checked="" type="checkbox"/> 6:00 PM
<input checked="" type="checkbox"/> 7:00 AM	<input checked="" type="checkbox"/> 7:00 PM
<input checked="" type="checkbox"/> 8:00 AM	<input checked="" type="checkbox"/> 8:00 PM
<input checked="" type="checkbox"/> 9:00 AM	<input checked="" type="checkbox"/> 9:00 PM
<input checked="" type="checkbox"/> 10:00 AM	<input checked="" type="checkbox"/> 10:00 PM
<input checked="" type="checkbox"/> 11:00 AM	<input checked="" type="checkbox"/> 11:00 PM

Enrollment Builder Tab

The Enrollment Builder is a program that runs within the Import Engine program. It builds a table in the database with a record for every student, for every day of the school year, which shows the student's enrollment and attendance status on each day. The data in this table is used to create reports in STIDistrict such as the ADA/ADM Report. Use this screen to schedule when the Enrollment Builder program will run. Users should be aware of the times selected so that they may avoid creating important reports and backups during the times when data is being added to the database.

The screenshot shows the 'STIDistrict Import Configuration' dialog box with the 'Enrollment Builder' tab selected. The dialog has a title bar with a close button (X). Below the title bar is a tabbed interface with tabs for 'SQL Server', 'Import Times', 'Enrollment Builder', 'Email', 'Options', and 'School Write Back'. The 'Enrollment Builder' tab is active, displaying a list of 24 one-hour increments from 12:00 AM to 11:00 PM. Each time slot is preceded by a checked checkbox. To the right of the list are two buttons: 'All' and 'None'. At the bottom of the dialog are three buttons: 'Ok', 'Cancel', and 'Help'.

Time	Time
<input checked="" type="checkbox"/> 12:00 AM	<input checked="" type="checkbox"/> 12:00 PM
<input checked="" type="checkbox"/> 1:00 AM	<input checked="" type="checkbox"/> 1:00 PM
<input checked="" type="checkbox"/> 2:00 AM	<input checked="" type="checkbox"/> 2:00 PM
<input checked="" type="checkbox"/> 3:00 AM	<input checked="" type="checkbox"/> 3:00 PM
<input checked="" type="checkbox"/> 4:00 AM	<input checked="" type="checkbox"/> 4:00 PM
<input checked="" type="checkbox"/> 5:00 AM	<input checked="" type="checkbox"/> 5:00 PM
<input checked="" type="checkbox"/> 6:00 AM	<input checked="" type="checkbox"/> 6:00 PM
<input checked="" type="checkbox"/> 7:00 AM	<input checked="" type="checkbox"/> 7:00 PM
<input checked="" type="checkbox"/> 8:00 AM	<input checked="" type="checkbox"/> 8:00 PM
<input checked="" type="checkbox"/> 9:00 AM	<input checked="" type="checkbox"/> 9:00 PM
<input checked="" type="checkbox"/> 10:00 AM	<input checked="" type="checkbox"/> 10:00 PM
<input checked="" type="checkbox"/> 11:00 AM	<input checked="" type="checkbox"/> 11:00 PM

Email Tab (optional)

This tab allows for up to five users to receive an email message when failures occur during the import process. Set up each of the following to utilize the email feature.

SMTP Server

Enter your mail server address here. To utilize email notification, check the box to the right of this field labeled Enable.

Email Address (1-5)

Enter email address for each person to be notified. There are two checkboxes to the right of each email address. Check on Enable to send email only when an error has occurred. Check on Log to send the import log after a school has been imported (with or without errors).

Return Email To

When users receive an email, this will be displayed as the “from” email address.

The screenshot shows the 'STIDistrict Import Configuration' dialog box with the 'Email' tab selected. The dialog has a title bar with a close button. Below the title bar are tabs: 'SQL Server', 'Import Times', 'Enrollment Builder', 'Email' (selected), 'Options', and 'School Write Back'. The 'Email' tab contains the following fields and checkboxes:

	Enabled	Log
SMTP Server: mail.ssts.com	<input type="checkbox"/>	
Email Address 1:	<input type="checkbox"/>	<input type="checkbox"/>
Email Address 2:	<input type="checkbox"/>	<input type="checkbox"/>
Email Address 3:	<input type="checkbox"/>	<input type="checkbox"/>
Email Address 4:	<input type="checkbox"/>	<input type="checkbox"/>
Email Address 5:	<input type="checkbox"/>	<input type="checkbox"/>
Return Email To: daisi@yourschool.edu		

At the bottom of the dialog are three buttons: 'Ok', 'Cancel', and 'Help'.

Options Tab

Select from the following options per the district’s preferences.

Queue Manager

When configuring a typical installation of the Import Engine, where the program is installed on only one computer in the district, select this option.

Import Node ID

When configuring a typical installation of the Import Engine, where the program is installed on only one computer in the district, this should be set at 0.

Import Medical/Special Ed Data

Select this option to import SETS and Health Tracker data into the district database. Select this only if the SETS program is installed at the schools.

Import GRD (Grade) File

Select this option to import student grades into the STIDistrict database.

Auto Delete Orphan Records

Select this option to delete “orphan” records from the database after each import.

An orphan record is any record in the database that does not have a matching student demographic record.

Import Inactive Students

Select this option to import “inactive” student records into the STIDistrict database.

A student record is set as inactive at the school when the student is not enrolled at that school, yet the school wishes to keep the student data on file. This is typically done for “no-show” students on the first day of school.

Auto-eliminate Duplicate Inactive Records

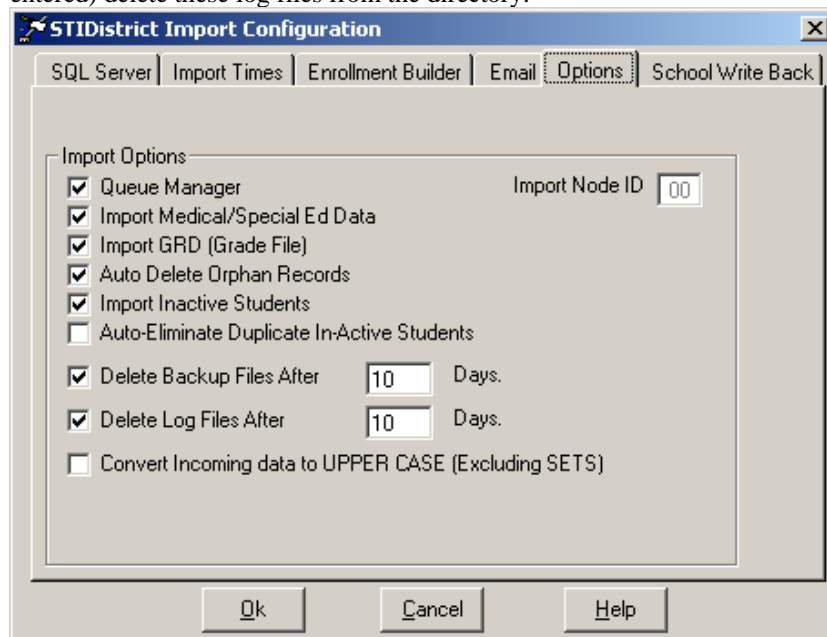
Selecting this option will enable an option for the Import Engine to delete inactive student records for students in the district database if an active record exists for the same student anywhere in the district.

Delete Backup Files After _ Days

After importing an upload file, the Import Engine saves that file to a backup directory. Select this option to periodically (based on the number of days entered) delete these archived upload files from the backup directory. Selecting this option will not delete any data from the database.

Delete Log Files After _ Days

The Import Engine creates a log file as it is importing data. A new file is created each day, and these are stored in the directory where the program is installed. Select this option to periodically (based on the number of days entered) delete these log files from the directory.



Click OK when done with configuration of the Import Engine.


About STIDistrict Import Engine version 9.0

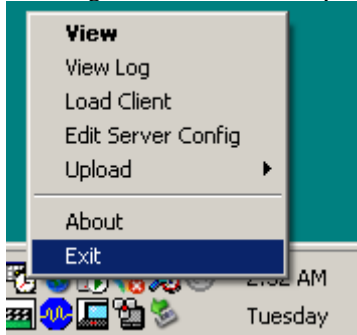
The version 9.0 install created a new icon on the desktop, labeled "DistrictImportEngine_v9". To start the Import Engine, either double click on this new icon, or click on Start, then Programs, then STI Applications, then District Import Engine v9, then DistrictImportEngine_v9.

STIDistrict Net Update Notes

Updating STIDistrict Net

Do the following at each computer where version 8 of STIDistrict Net is installed:

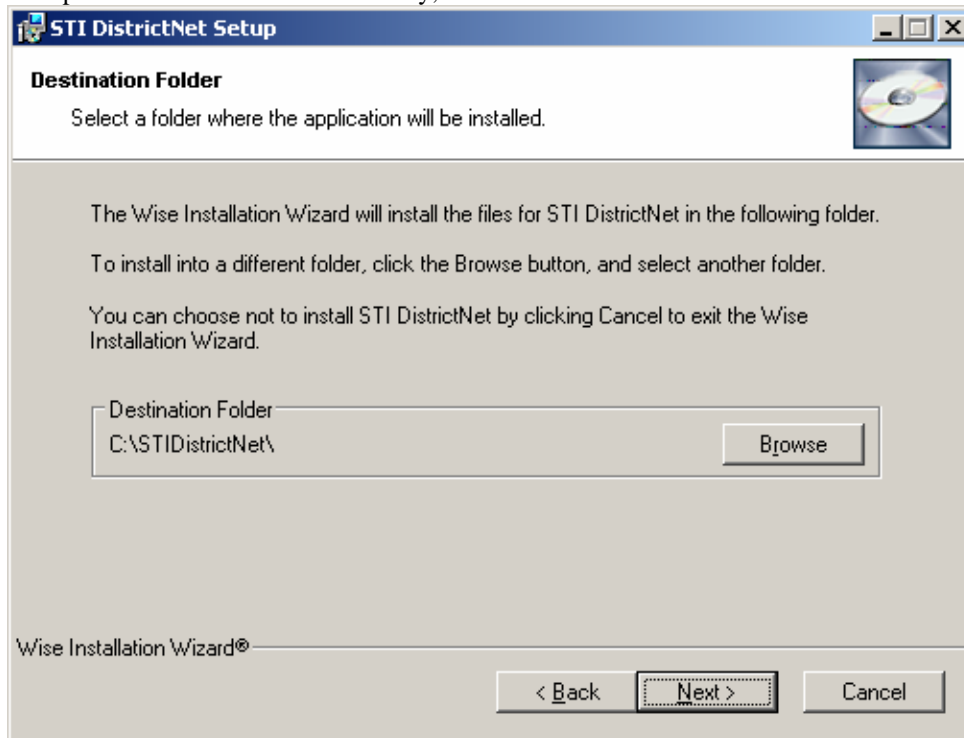
1. Download the install file (STIDistrictNetInstall_V9.0.0.exe) to the local computer where STIDistrict Net is currently installed.
2. Exit STIDistrict Net. Do this by right-clicking on the icon (looks like this - ) in the system tray and then selecting Exit from the menu provided.



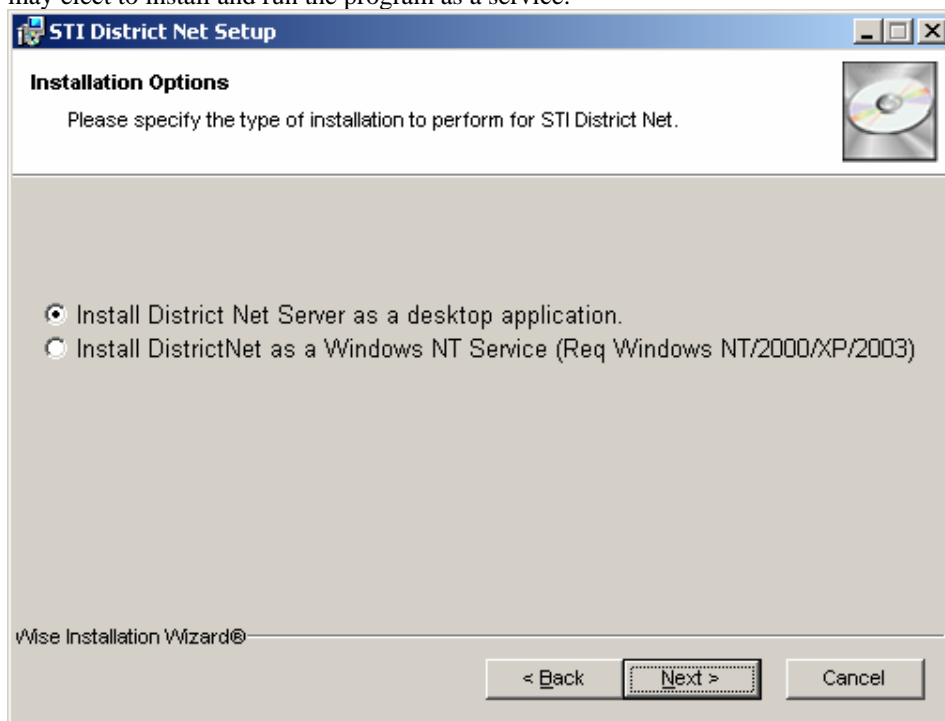
3. Uninstall District Net from the local computer. To do this, click on
4. Begin the installation by double-clicking on the STIDistrictNetInstall_V900.exe file.
5. Click Next to proceed past the Welcome screen.



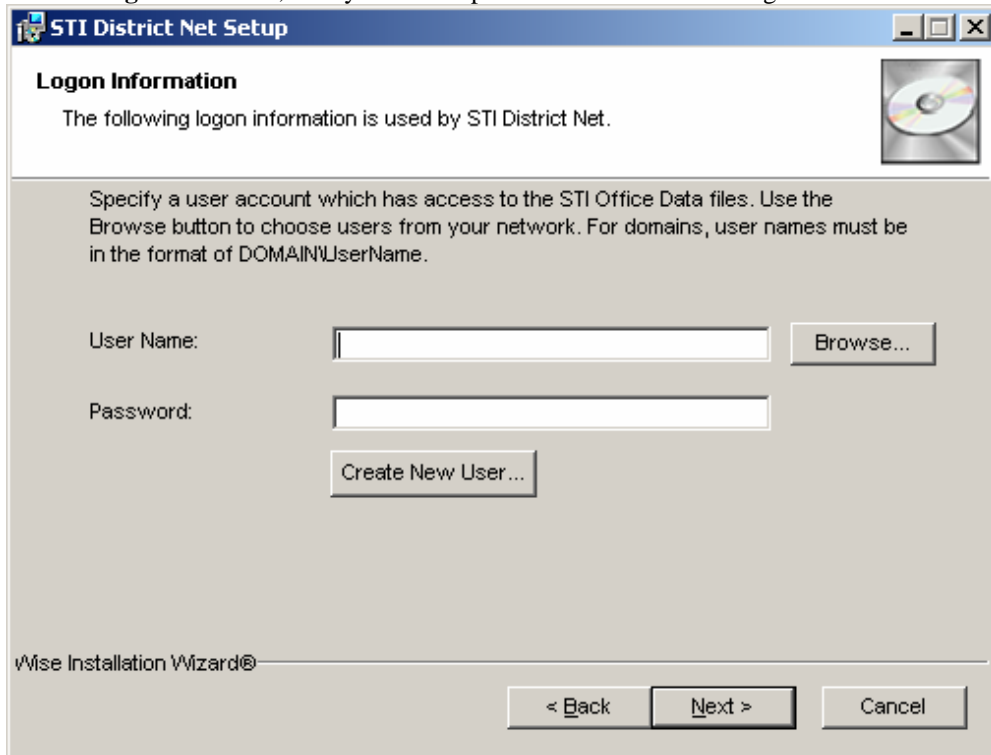
6. Accept the default installation directory, and then click Next to continue.



7. During the installation the user is prompted to select either to install the program as a Desktop Application, or as a Service. By default the program will install the Desktop Application (a regular Windows program). If the program is being installed on a Windows NT, Windows 2000, Windows XP, or Windows 2003 Server, the user may elect to install and run the program as a service.




8. **If installing as a Desktop Application**, simply take all defaults when installing the program throughout the rest of the installation until complete.
9. **If installing as a Service**, then you will be presented with the following screen:



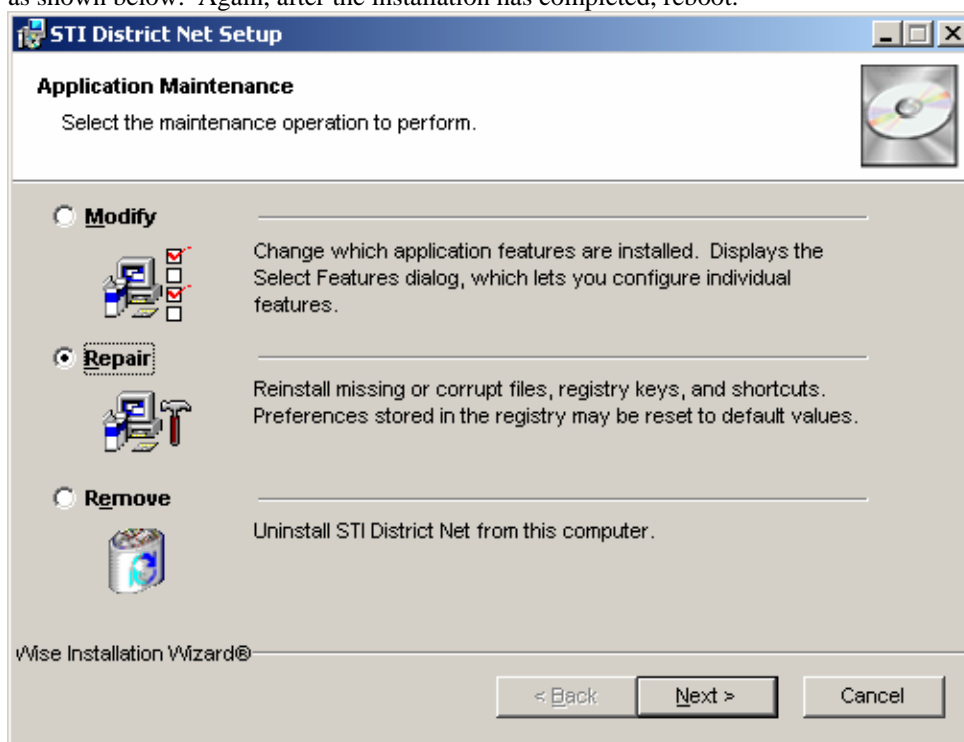
To proceed, you are required to either enter the User Name and Password that will be used to start the service. The account that is selected must have read/write access to the following folders:

- the local \Windows (or \Winnt) folder
- the STIOffice data folder, and all subfolders
- the local folder where STIDistrict Net is installed, and all subfolders
- the destination folder of the district server, if the "File Copy" method of moving data from the school to the district is used.

***Note** - In previous versions, the Local System Account was allowed to start the service. However, with version 8 this is no longer allowed.

10. When prompted that the installation was successfully completed, click finish. Shut down and restart the computer.
11. After restarting the computer, the  icon should appear in the System Tray. This will indicate that the program has been installed and is currently running. The configuration (paths to school data, schedules, etc...) will remain from the previous installation.

12. If for any reason the program fails to start, run the installation file again, but this time select the “Repair” option as shown below. Again, after the installation has completed, reboot.



Uploading/Importing Data

When to Begin Data Uploads

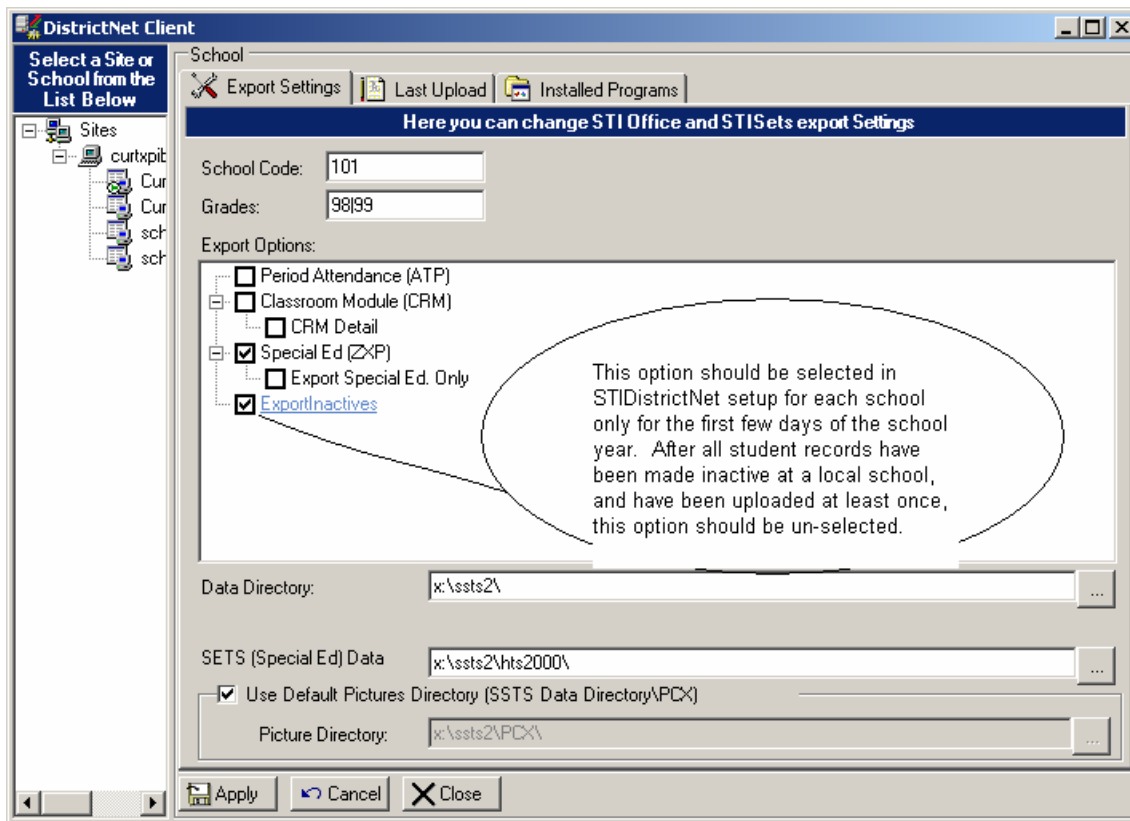
Data should be uploaded to STIDistrict prior to the first day of school. This will allow use of the Enrollment Program to make students who do not show for school on the first day “Inactive”.

Uploading “Inactive” and Preschool Students

To enable uploading of inactive students from a school, modify the setup for the school in STIDistrict Net Client as follows:

- Right-click on the STIDistrict Net icon in the System Tray of the computer where STIDistrict Net is installed.
- Select “Load Client” from the menu.
- From within the Client, click once on the “plus” sign to the left of the “Sites” icon.
- Click once on the “plus” sign to the left of the computer name.
- Click once on the icon with the school name.
- Select the “Export Settings” tab
- Select the option to “Export Inactives”
- Click Apply button to save the changes.
- After data has been uploaded and the option is to be turned off, repeat these steps and un-select the “Export Inactives” checkbox.

- In the grades field the preschool grade levels should be entered with a pipe symbol as a separator (ex. 95|96|97|98|99) This will ensure that the students can be enrolled and withdrawn with STIDistrict Enrollment program.



Restart SQL Replication (KY Districts Only)

For Kentucky districts, STI/KDE will restart SQL replication for districts after their rollovers and updates have been completed. A monitoring tool at the state will alert that the database is ready to restart replication, and there should be no action required of the district unless otherwise directed by STI or KDE.

STIDistrict Workstation Update Notes

Typical Installation Method)

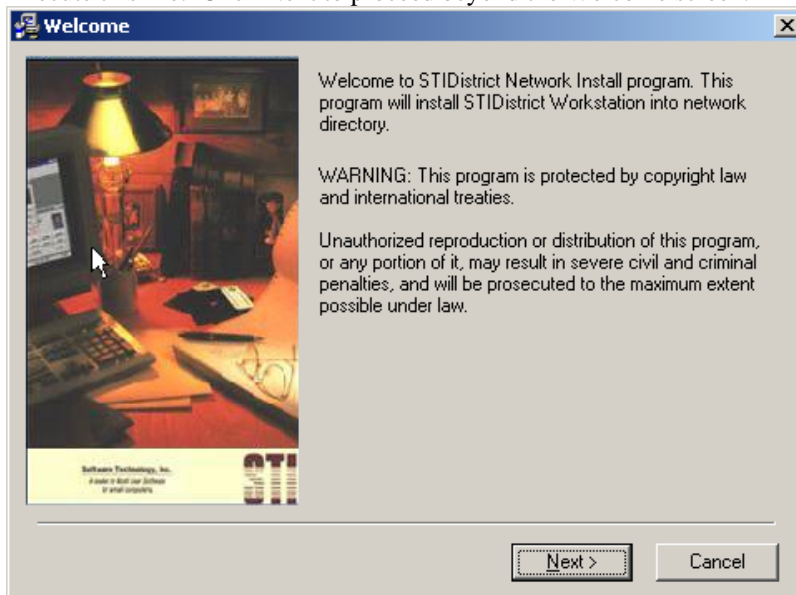
There are 2 methods for installing the STIDistrict Workstation, the Typical Installation method where the program is installed on each computer, and the Network Installation, where the program is installed once to a shared folder on the network. To perform the typical install of version 9.0 of the STIDistrict Workstation:

1. Close the currently installed version of the STIDistrict Workstation program.
2. Download the installation file (STIDistrictCore_v9.exe) for version 9.0 of the STIDistrict Core Components. Install to each workstation where the program is installed. Take all defaults during the installation.
3. Download the installation file (STIDistrictWS_v9.0.xx.exe) for version 9.0 of the STIDistrict Workstation. Execute the file, taking all defaults. Repeat this process on each workstation where the program is installed.

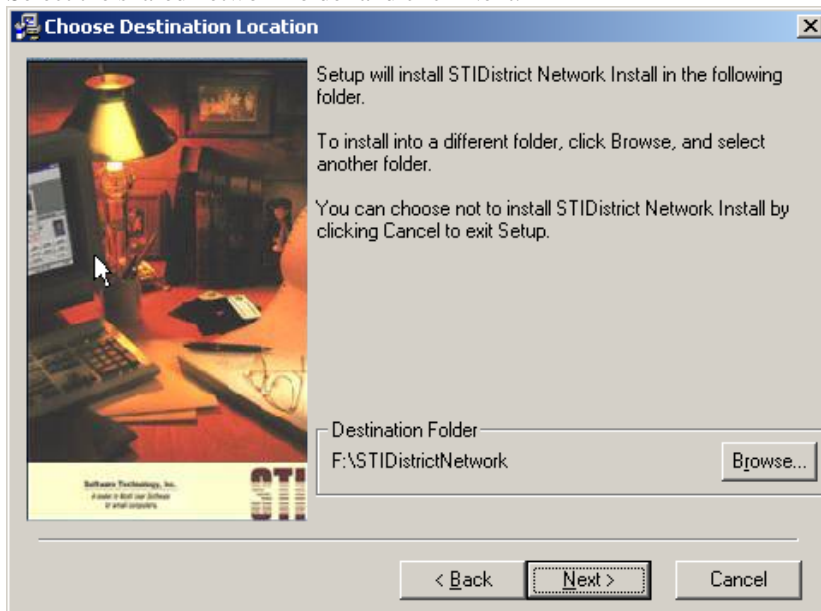
Network Installation Method

To install using the Network Installation method:

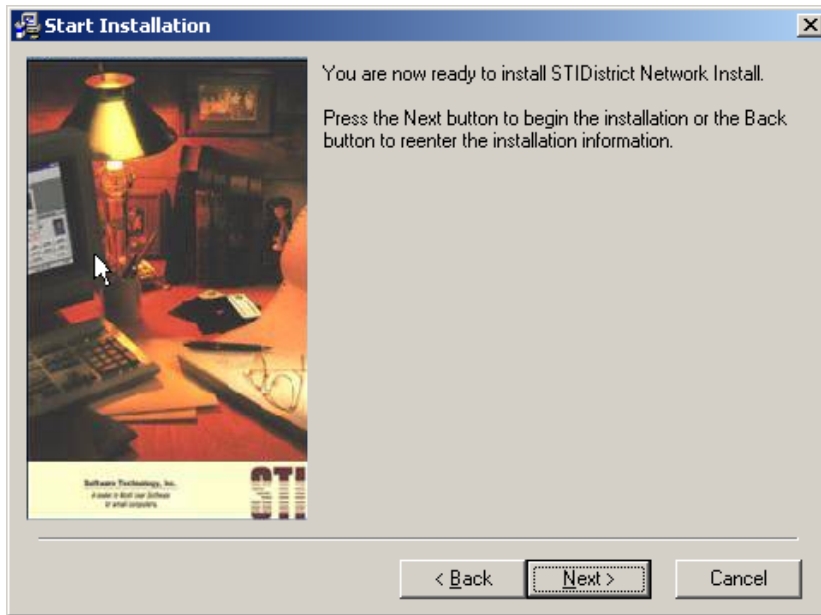
1. Create a shared folder on the network that all users will be able to access from their workstations. Districts that have previously used this method of installing the STIDistrict Workstation in previous years may continue to use the existing shared folder.
2. Download the Network Installation version of the installation file (STIDistrictNetwork_v9.0.xx.exe) from www.sti-k12.com.
3. Execute this file. Click Next to proceed beyond the Welcome screen.



4. Select the shared network folder and click Next.



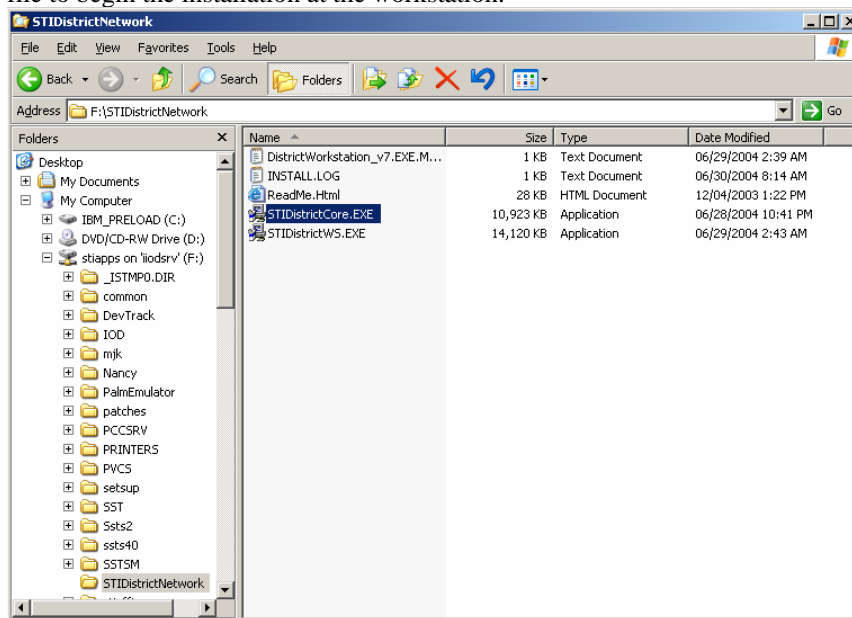
5. Click Next to continue.



6. Click Finish.



7. You must now visit each workstation to be installed, once per machine, to install the actual program. Updates throughout the rest of the year will not require installing directly at the workstation. At each workstation, browse to the shared folder on the network that you created in step 1. Double-click on the STIDistrictCore.exe file to begin the installation at the workstation.

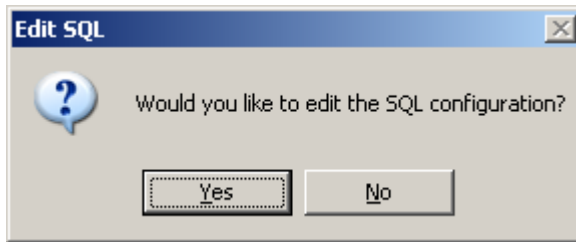


8. Take all defaults during the installation, just as you would during the typical installation method.
9. On completion of the “Core Components” installation, the District Workstation installation will automatically begin. Take defaults during that installation as well.
10. This installation will create a new icon on the user’s desktop, labeled DistrictWorkstation_v9. When the user double-clicks on the “old” icon, it should open against the 2005-2006 school year data automatically. You might consider renaming the shortcut for each icon to show the school year to avoid confusion. Instructions on doing this follow in the next section.

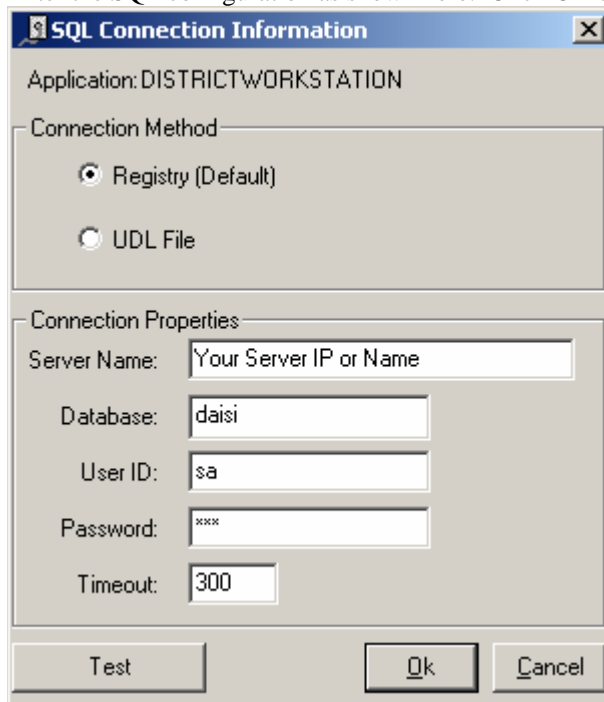
***Note**

Some users have found it helpful to rename the shortcuts to reflect the school year instead of the version number. For example, instead of naming the icon DistrictWorkstation_v9, they have named it 2005-2006, and instead of DistrictWorkstation_v9 they have renamed the icon to 2006-2007. If you wish to do this, simply right-click on your icon, then select Rename. Type in the new name in the space provided, then click OK.

11. The first time the new program (version 9) is run, it will not connect properly to the SQL database. To configure the new icon (version 9) to connect to the ‘DAISI’ database:
 - Double click on the icon labeled DistrictWorkstation_v9
 - A “Test ADO Connection” screen will appear. Click OK to proceed.
When prompted to edit the SQL Configuration, click Yes.

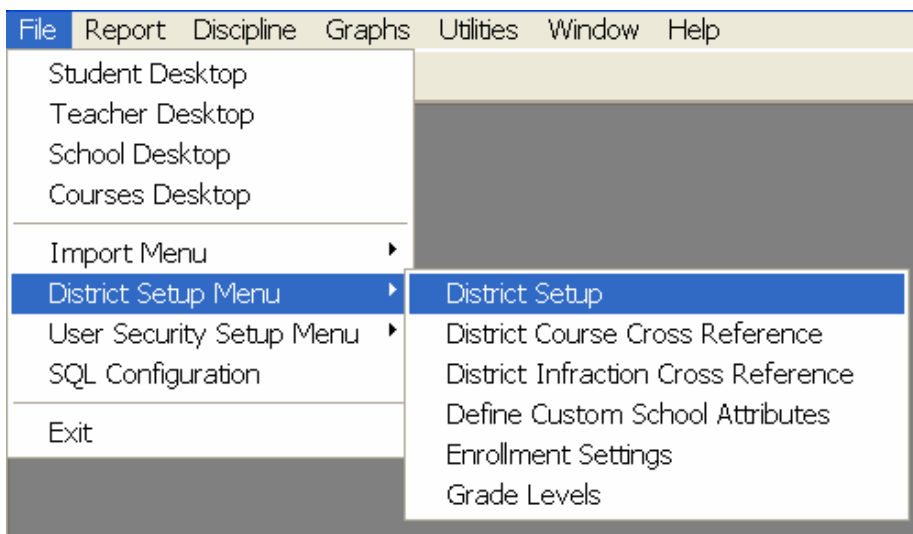


- Enter the SQL configuration as shown here. Click OK to complete the process.



STIDistrict Workstation Setup

- Log into STIDistrict Workstation v9. Go to File, District Setup Menu, and then select District Setup.



- The program will default to the 'User Preferences' tab. Here, the district will need to enter the correct information. Particularly, the school year will need to be setup for the 2006-2007. The County Number will need to be entered for TEDS reporting purposes.

The screenshot shows a 'District Setup' dialog box with a blue title bar and a red close button. It has three tabs: 'District Preferences', 'User Preferences', and 'Required Fields'. The 'District Setup' tab is active, showing a form with the following fields:

District Name:	9.0 TEST	
Address 1:	123 TEST SCHOOL ROAD	
Address 2:		
City:	TEST CITY	
State:	KY	Zip: 12345
Phone:	333-555-0000	
Year 1:	2006	Year 2: 2007
District No:	258	
County No:	123	County:

At the bottom of the dialog box, there is a help icon (question mark) on the left and 'Ok' and 'Cancel' buttons on the right.

- At the 'District Preferences' tab, districts can setup optional settings.

The screenshot shows the 'District Setup' window with the 'District Preferences' tab selected. The window has a blue title bar with a question mark icon on the left and a close button on the right. Below the title bar are three tabs: 'District Setup', 'School Write Back', and 'Auto Numbering'. The 'District Preferences' sub-tab is active, showing a list of settings:

- ☐ Show photos on Student Desktop.
- ☐ Use School Numbers to Sort Pictures
- UNC Path to Photos: [text input field]
- ☐ Hide menu for Other State reports on Reports Menu.
- ☐ Prompt to Save Conflict Reports
- ☐ Require case sensitive passwords.

 At the bottom of the window are buttons for '?', 'Ok', and 'Cancel'.

- The 'User Preferences' tab also allows the district to select optional settings.

The screenshot shows the 'District Setup' window with the 'User Preferences' tab selected. The window has the same blue title bar and tabs as the previous screenshot. The 'User Preferences' sub-tab is active, showing a list of settings:

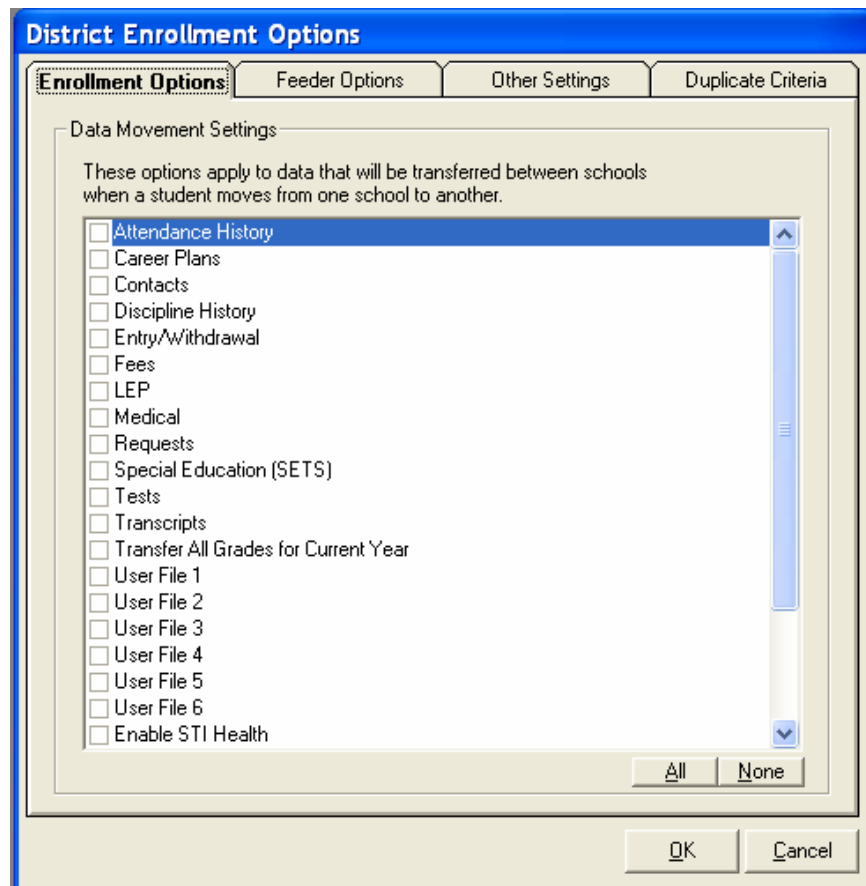
- ☐ Use School Grouping With School Select.
- ☐ Show Non Member Schools in School Select.
- ☐ Check internet for STIDistrict updates on start up.

 At the bottom of the window are buttons for '?', 'Ok', and 'Cancel'.

STIDistrict Workstation Enrollment Settings

*Note: All enrollment settings that are selected in STIDistrict Workstation are district specific.

- Log into STIDistrict Workstation v9. Go to File, District Setup Menu, and then select Enrollment Settings.
- At 'Enrollment Options,' the items selected will be the information that will follow a student who is withdrawing from School A and enrolling into School B (within the same district).



- Through 'Feeder Options,' information selected will be the criteria that will follow a student when the 'Import Feeders' are used through the STIDistrict Enrollment program. This information will be retained for a student who is moving to the 'Next School' in the district.

District Enrollment Options

Enrollment Options | **Feeder Options** | Other Settings | Duplicate Criteria

Student Data to Import

These options apply to data that will be moved between schools to prepare for new school years.

- ☒ Contacts
- ☐ Discipline
- ☐ Entry/Withdrawal History
- ☐ Fees
- ☐ GPA Information
- ☐ Health
- ☐ Immunizations
- ☐ Medical
- ☐ Special Education (SETS)
- ☐ Skills
- ☐ Special Instructions
- ☐ Student and Guardian+
- ☐ Tests
- ☐ Transcript
- ☐ User File 1
- ☐ User File 2

All None

Value Added to Grade Level

OK Cancel

- The 'Other Settings' tab allows for extra options to be utilized by the STIDistrict Enrollment program.

District Enrollment Options

Enrollment Options Feeder Options **Other Settings** Duplicate Criteria

Other Settings

Select among the following Other Enrollment Settings

- ☐ Allow enrollment of students not withdrawn
- ☐ Allow partial enrollment of students enrolled in another school
- ☐ Build enrollment for students based on Entry/Withdrawal
- ☐ Check for duplicate alternate student numbers
- ☐ Check for duplicate state student numbers
- ☐ Convert data to UPPERCASE
- ☐ District uses Assignment Process
- ☐ For Address Selection, allow text to be appended to number
- ☐ For Address Selection, append street direction to end of street name
- ☐ Require forced withdrawals to be resolved (EWR Matrix)

☐ Allow schools to make students inactive until
Select Date: 8 / 1 / 2004

☐ Use default entry and withdrawal times
Entry 9:15:20 AM WD 9:15:20 AM

☐ Reset students lunch status

State Enrollment
Server
User
Pass

Default Home Room

EWR Matrix

OK Cancel

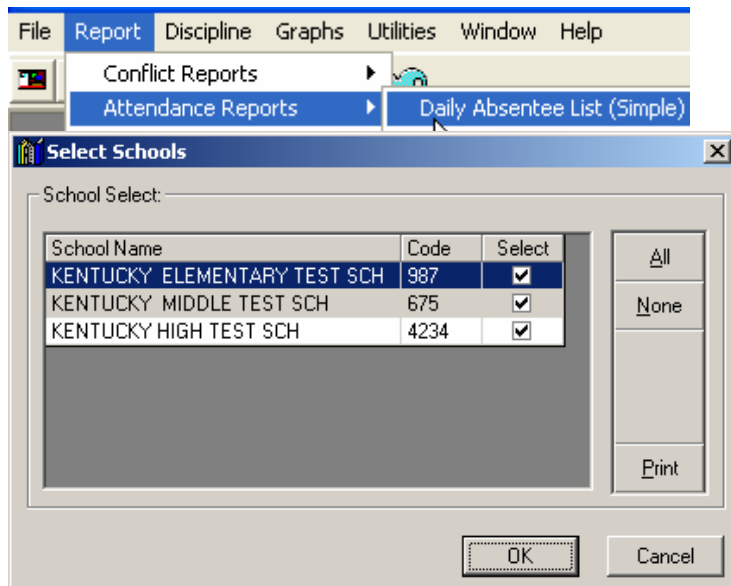
Options Include:

- Selection of 'Other Enrollment Settings'
- Allow schools to make students inactive until a specified date
- Reset students lunch status
- State Enrollment Configuration

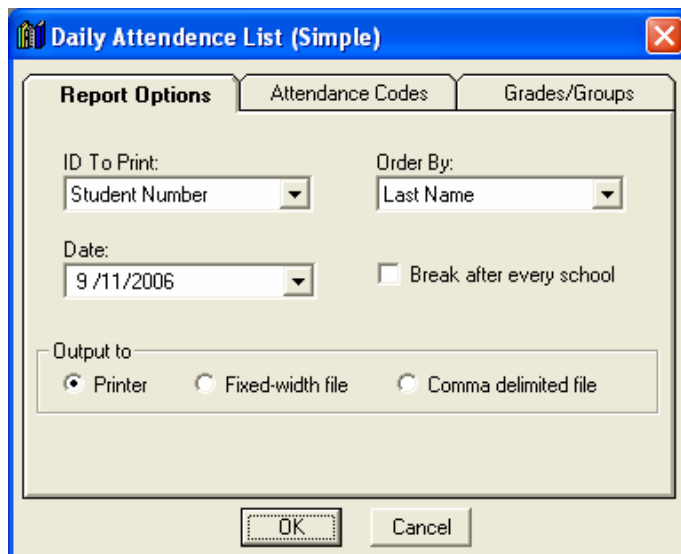
Attendance Reports

Daily Attendance Report (Simple)

- To run the report, select **Report | Attendance Reports | Daily Absentee List (Simple)**. This report will produce a list of attendance for a given date including Student ID you have selected, Student Name, and the Attendance Code.



- Select the school(s) to include in this report and click **OK**.



- ID to Print – Select from the dropdown Student Number, Social Security Number, or Alternate Student Number.
- Date – Select the attendance date for the report.
- Order by –Last Name, Attendance Code, or Student Id.
- Break after every school – Check this option to allow page breaks after each school.
- Output to – Select the option for the output of Printer, Fixed-width file, or Comma delimited file.
- Click on the **Attendance Codes Tab**.

The screenshot shows the 'Daily Attendance List (Simple)' window with the 'Attendance Codes' tab selected. The 'Codes' section has a 'Select Codes' dropdown set to 'All'. Below it is a table with columns 'Select', 'Code', and 'Description'. The table contains the following rows:

Select	Code	Description
<input checked="" type="checkbox"/>	@@@	PERIOD ABSENCE
<input checked="" type="checkbox"/>	AFD	ARMED FORCES DAY
<input checked="" type="checkbox"/>	AME	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMT	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMU	AM TARDY UNEXCUSED
<input checked="" type="checkbox"/>	CV	COLLEGE VISIT
<input checked="" type="checkbox"/>	E	EXCUSED ALL DAY
<input checked="" type="checkbox"/>	ED	EX DOCTOR ALL DAY
<input checked="" type="checkbox"/>	EDU	EDUC ENLARGEMENT ADD

At the bottom are 'OK' and 'Cancel' buttons.

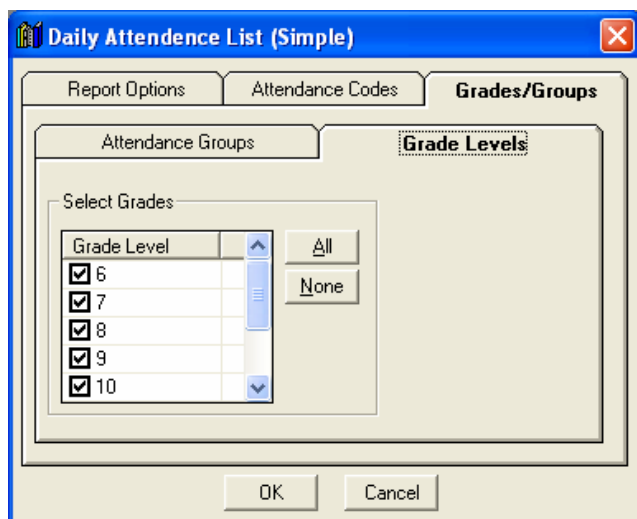
- Select the attendance codes to include in the report manually or click the dropdown box to select All or None, then click the **Grades/ Group tab**.

The screenshot shows the 'Daily Attendance List (Simple)' window with the 'Grades/Groups' tab selected. The 'Attendance Groups' section has a 'Select Attendance Groups' area with a table:

Group	
<input type="checkbox"/> HH	
<input type="checkbox"/> HURLA	
<input type="checkbox"/> NCO	

To the right of the table are 'All' and 'None' buttons. A text box on the right says: 'Students in the selected attendance groups will be excluded from the report.' At the bottom are 'OK' and 'Cancel' buttons.

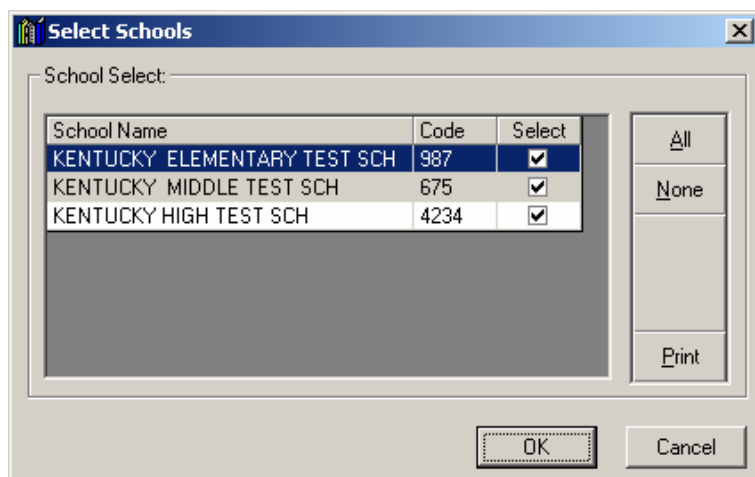
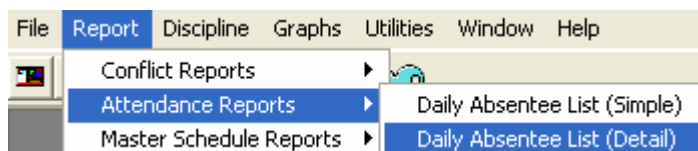
- Select the Attendance Group(s) to exclude in the report then click the **Grade Levels tab**.



- Select the Grade Level(s) to include in the report and click **OK**.

Daily Attendance Report (Detailed)

- To run the report, select **Report | Attendance Reports | Daily Absentee List (Detailed)**. This report will produce a list of attendance for a given date including Student Id, Student Name, Student Address, Phone, Work Phone, Bus, Attendance Type, Consecutive Absence, Grade, and Homeroom.



- Select the school(s) to include in this report and click **OK**.

Daily Attendance List (Detailed)

Report Options | Attendance Codes | Grades/Groups

ID To Print:

Date:

Order By: ☐ Homeroom ☒ Student Last Name ☒ Student ID

☐ Page break after every school ☐ Consecutive Absences

Address To Print: ☒ Student ☐ Guardian

Output to: ☒ Printer ☐ Fixed-width file ☐ Comma delimited file

OK Cancel

- ID to Print – Select the option that you want to print from the dropdown list Student Number, Social Security Number or Alternate Student Number.
- Date – Select the date for the attendance.
- Order By – Check the sort order from the list Grade, Homeroom, Student Last Name, Student ID, or Guardian Name.
- Page break after every school- This will separate the schools with page breaks.
- Consecutive Absences- Reports the number of days with consecutive absences.
- Address to Print- Select the address to print on the report student or guardian.
- Output to- Printer, Fixed-width file, or Comma delimited file.
- Click on the **Attendance Codes Tab**.

Daily Attendance List (Detailed)

Report Options | **Attendance Codes** | Grades/Groups

Codes

Select Codes:

Select	Code	Description
<input checked="" type="checkbox"/>	@@@	PERIOD ABSENCE
<input checked="" type="checkbox"/>	@@@	SKIPPING
<input checked="" type="checkbox"/>	AFD	ARMED FORCES DAY
<input checked="" type="checkbox"/>	AME	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMT	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMU	AM TARDY UNEXCUSED
<input checked="" type="checkbox"/>	CV	COLLEGE VISIT
<input checked="" type="checkbox"/>	D	HALF DAY UNEXCUSED
<input checked="" type="checkbox"/>	E	EXCUSED ALL DAY

OK Cancel

- Select the Attendance Code(s) to include in the report then click the **Grade Levels tab**.

The screenshot shows the 'Daily Attendance List (Detailed)' dialog box with the 'Attendance Groups' tab selected. The 'Attendance Groups' section contains a table with columns 'Group' and an empty column. The table lists three groups: HH, HURLA, and NCO, each with an unchecked checkbox. To the right of the table are 'All' and 'None' buttons. A text box on the right states: 'Students in the selected attendance groups will be excluded from the report.' At the bottom are 'OK' and 'Cancel' buttons.

Group	
<input type="checkbox"/> HH	
<input type="checkbox"/> HURLA	
<input type="checkbox"/> NCO	

- Select the Attendance Group(s) to exclude in the report and click on the **Grade Levels** tab.

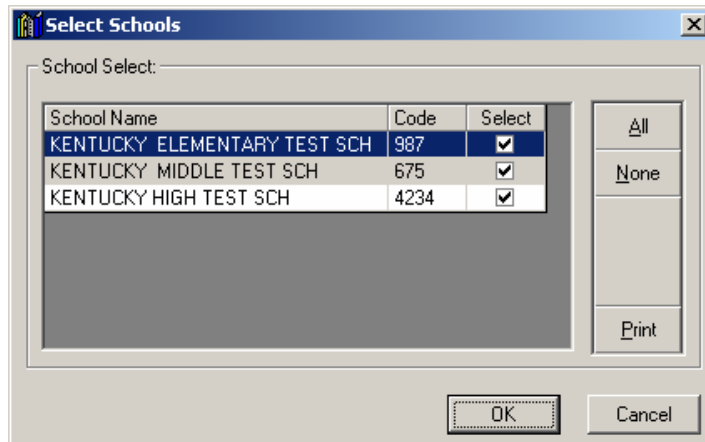
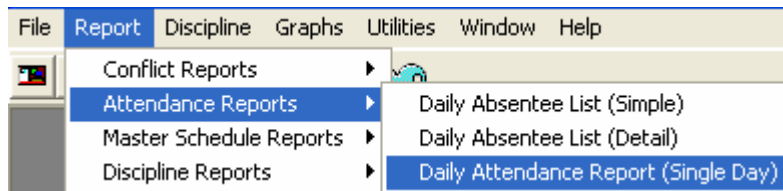
The screenshot shows the 'Daily Attendance List (Detailed)' dialog box with the 'Grade Levels' tab selected. The 'Grade Levels' section contains a table with columns 'Grade Level' and an empty column. The table lists grade levels 6 through 11, each with a checked checkbox. To the right of the table are 'All' and 'None' buttons. At the bottom are 'OK' and 'Cancel' buttons.

Grade Level	
<input checked="" type="checkbox"/> 6	
<input checked="" type="checkbox"/> 7	
<input checked="" type="checkbox"/> 8	
<input checked="" type="checkbox"/> 9	
<input checked="" type="checkbox"/> 10	
<input checked="" type="checkbox"/> 11	

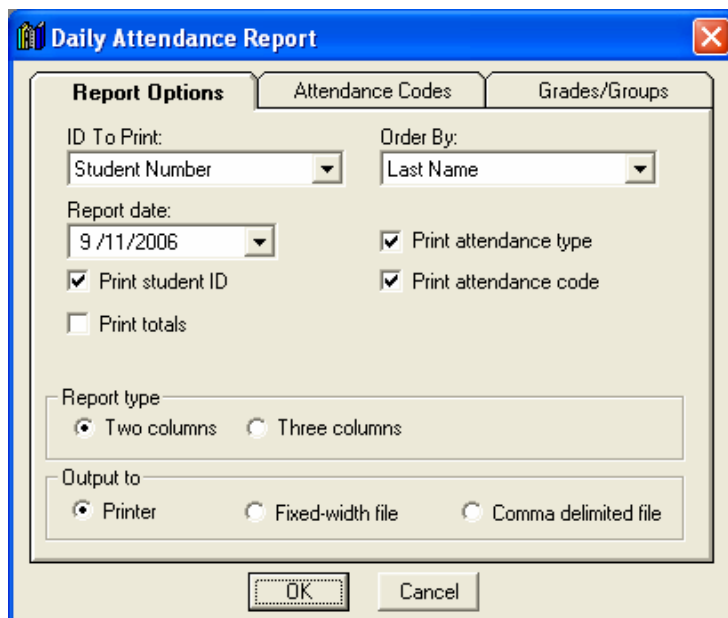
- Select the Grade Level(s) to include in the report and click on the **OK**.

Daily Attendance Report (Single Day)

- To run the report, select **Report | Attendance Reports | Daily Attendance Report (Single Day)**. This report will produce a list of attendance for a given date including Student Id, Student Name, Date of Birth, Homeroom, Type, Code, and can include Total Number Absences by Code.



- Select the school(s) to include in this report and click **OK**.



- ID to Print – Select the option that you want to print from the dropdown list Student Number, Social Security Number or Alternate Student Number.
- Date – Select the date for the attendance.
- Order By – Check the sort order from the list Student Last Name, Student ID, Date of Birth, Homeroom, or Grade.
- Print Student Id – If checked the report will print the student ID.

- Print Totals – If checked the report will print the attendance code totals on the last page of the report.
- Print Attendance Type- If this option is selected the report will print the attendance type for each student on the report.
- Print Attendance Code- If this option is selected the report will print the attendance code for each student on the report.
- Report type- Select the option of a two column or three column report format.
- Output to- Printer, Fixed-width file, or Comma delimited file.
- Click on the **Attendance Codes Tab**.

Select	Code	Description
<input checked="" type="checkbox"/>	@@@	PERIOD ABSENCE
<input checked="" type="checkbox"/>	@@@	SKIPPING
<input checked="" type="checkbox"/>	AFD	ARMED FORCES DAY
<input checked="" type="checkbox"/>	AME	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMT	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMU	AM TARDY UNEXCUSED
<input checked="" type="checkbox"/>	CV	COLLEGE VISIT
<input checked="" type="checkbox"/>	D	HALF DAY UNEXCUSED
<input checked="" type="checkbox"/>	F	EXCUSED ALL DAY

- Select the Attendance Codes(s) to include in the report then click the **Grade Levels tab**.

The screenshot shows the 'Daily Attendance Report' dialog box with the 'Attendance Groups' tab selected. The 'Attendance Groups' section contains a table with columns 'Group' and 'All'. The 'All' column has checkboxes for 'HH', 'HURLA', and 'NCO'. To the right of the table, there is a text box that says 'Students in the selected attendance groups will be excluded from the report.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Group	All
<input type="checkbox"/> HH	<input type="checkbox"/>
<input type="checkbox"/> HURLA	<input type="checkbox"/>
<input type="checkbox"/> NCO	<input type="checkbox"/>

- Select the Attendance Group(s) to exclude in the report and click on the **Grade Levels** tab.

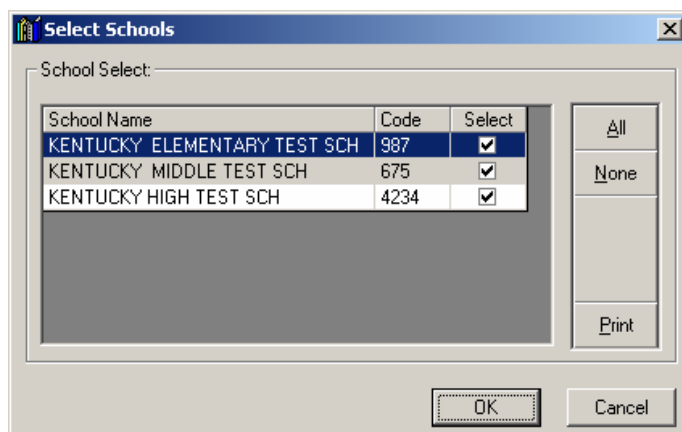
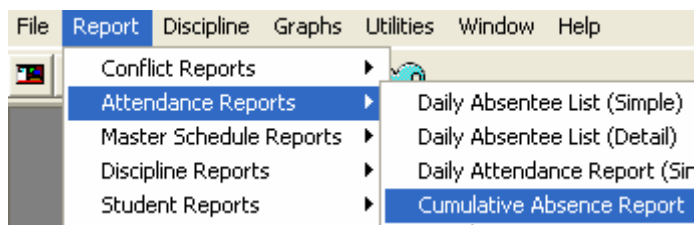
The screenshot shows the 'Daily Attendance Report' dialog box with the 'Grade Levels' tab selected. The 'Grade Levels' section contains a table with columns 'Grade Level' and 'All'. The 'All' column has checkboxes for grade levels 6 through 12. To the right of the table, there is a text box that says 'Students in the selected grade levels will be included in the report.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Grade Level	All
<input checked="" type="checkbox"/> 6	<input type="checkbox"/>
<input checked="" type="checkbox"/> 7	<input type="checkbox"/>
<input checked="" type="checkbox"/> 8	<input type="checkbox"/>
<input checked="" type="checkbox"/> 9	<input type="checkbox"/>
<input checked="" type="checkbox"/> 10	<input type="checkbox"/>
<input checked="" type="checkbox"/> 11	<input type="checkbox"/>
<input checked="" type="checkbox"/> 12	<input type="checkbox"/>

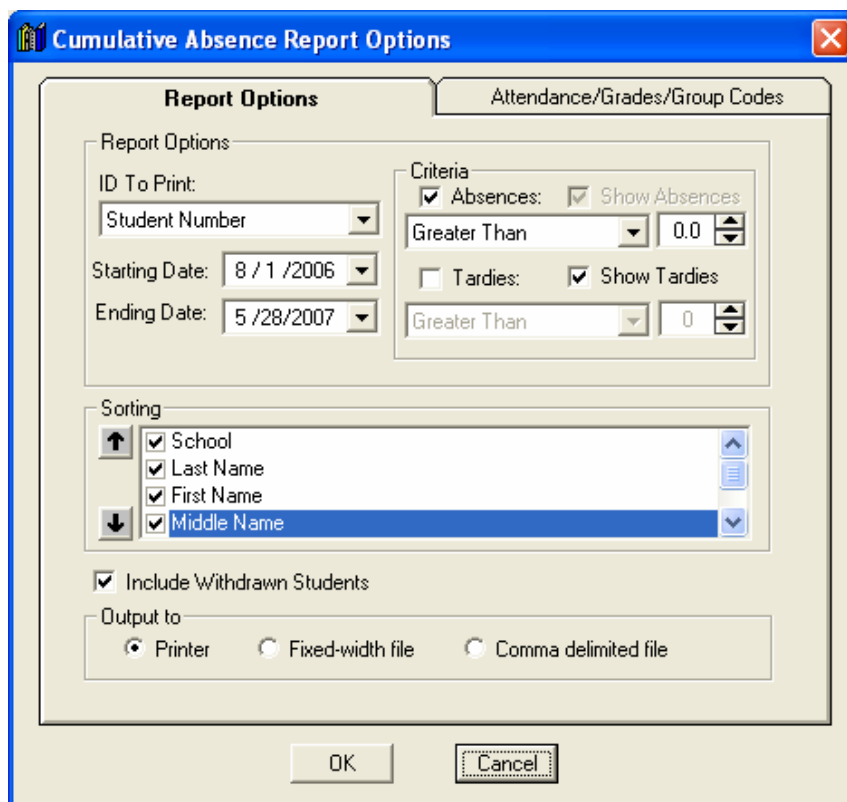
- Select the Grade Level(s) to include in the report and click on the **OK**.

Cumulative Absence Report

- To run the report, select **Report | Attendance Reports | Cumulative Absence Report**. This report will produce a list of attendance for a given date range including Student Id, Student Name, Guardian Name, Date of Birth, Phone, Grade, Sex, Race, Absences, and Tardies greater than a given number of days.



- Select the school(s) to include in this report and click **OK**.



- ID to Print – Select the option that you want to print from the dropdown list Student Number, Social Security Number or Alternate Student Number.
- Starting Date – Select the starting date for the attendance report range.
- Ending Date – Select the ending date for the attendance report range.
- Criteria – Absences – Select from the dropdown box the option of Greater Than, Less Than or Equal to a given number of days.
- Tardies- Select from the dropdown box the option of Greater Than, Less Than or Equal to a given number of tardies then select the option to show tardies.
- Sorting – Select the order for the sorting of the report School, Last Name, First name, Middle Name, Grade Level, and Student ID.
- Include Withdrawn Students- If this option is checked the report will include withdrawn students.
- Output to- Printer, Fixed-width file, or Comma delimited file.
- Click on the **Attendance/ Grades, Group Codes**.

Cumulative Absence Report Options

Report Options: **Attendance/Grades/Group Codes**

Codes
Select Codes: All

Select	Code	Description
<input checked="" type="checkbox"/>	AME	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMT	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMU	AM TARDY UNEXCUSED
<input checked="" type="checkbox"/>	AFD	ARMED FORCES DAY
<input checked="" type="checkbox"/>	CV	COLLEGE VISIT
<input checked="" type="checkbox"/>	EHO	EDUC ENHANCEMENT OPP

Students in the selected attendance groups will be excluded from the report.

Select Attendance Groups

Group
<input type="checkbox"/> HH
<input type="checkbox"/> HURLA
<input type="checkbox"/> NCO

Select Grades

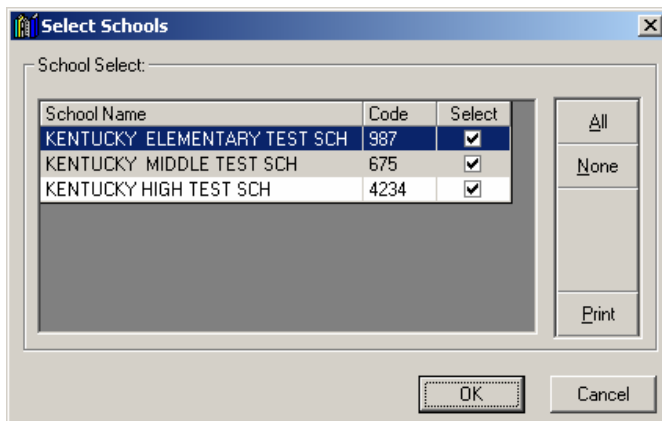
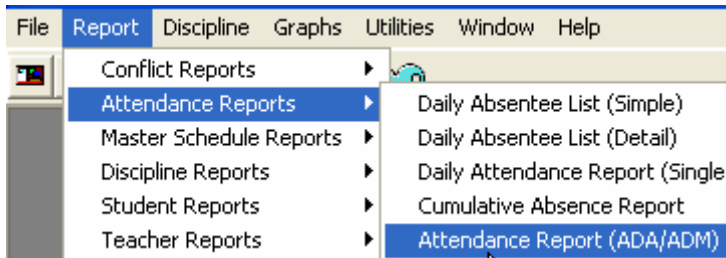
Grade Level
<input checked="" type="checkbox"/> 6
<input checked="" type="checkbox"/> 7
<input checked="" type="checkbox"/> 8
<input checked="" type="checkbox"/> 9
<input checked="" type="checkbox"/> 10
<input checked="" type="checkbox"/> 11

OK Cancel

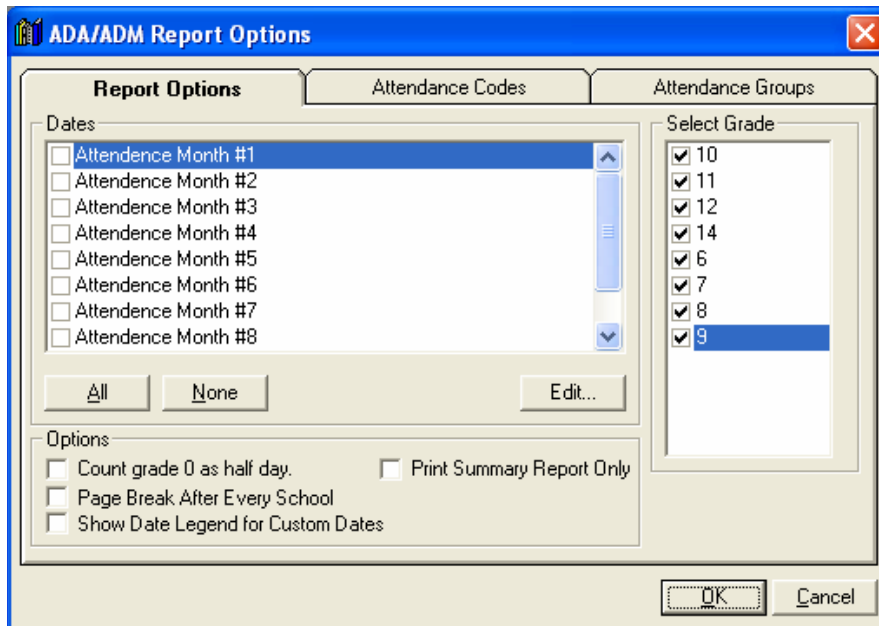
- Select the Attendance Codes(s) to include in the report.
- Select the Attendance Groups to exclude in the report.
- Select the Grade Level to include in the report click **OK** to process the report.

Attendance Report (ADA/ADM)

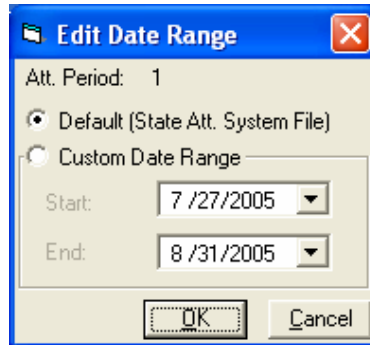
- To run the report, select **Report | Attendance Reports | Attendance Report (ADA/ADM)**. This report will produce a report of attendance for a given attendance month or months including by grade level ADA, %ADM, Aggregate Attendance, Aggregate Membership, Membership Days, and Membership.



- Select the school(s) to include in this report and click **OK**.



- Dates – Select attendance month(s) for the report. You can click on the **All** Button to select all attendance months or **None** Button to unselect the attendance months. Click the **Edit...** Button to customize the date range for the report.



Edit Date Range

Att. Period: 1

☒ Default (State Att. System File)

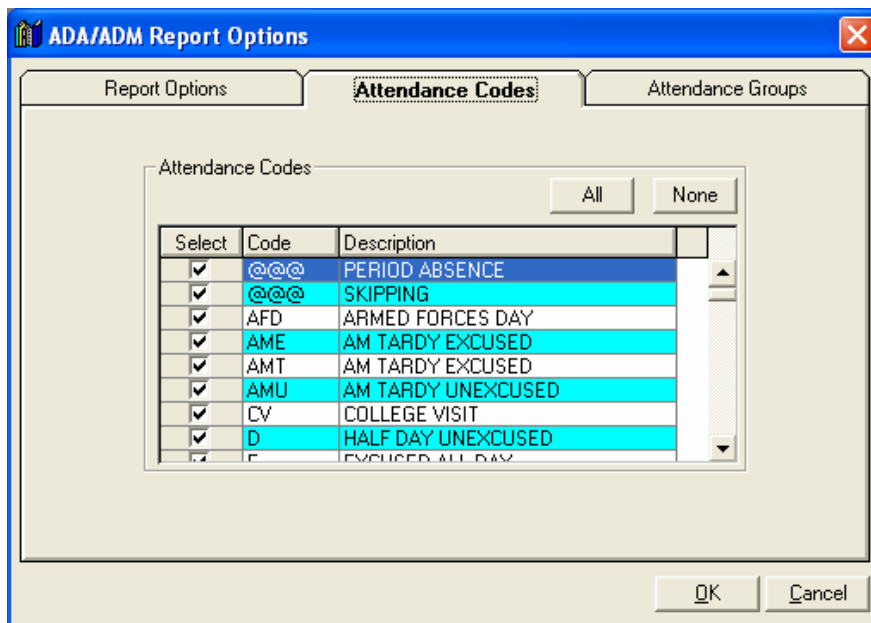
☐ Custom Date Range

Start: 7 /27/2005

End: 8 /31/2005

OK Cancel

- Default (State Att. System File) selects the attendance month select date range from the State Attendance System File in STIOffice.
- Custom Date Range- If select allows you to select a custom start and end date.
- Count Grade 0 as half day – Select this option if you calculate Grade 0 as Half day attendance.
- Page Break After Every School – Select this option to page break after each school.
- Show Date Legend for Custom Dates – This will include the Custom Date range if you selected to do a custom date range for the attendance report.
- Print Summary Report Only – This will allow you to print a summary report only that includes the summary for each school selected and also a district summary which includes ADA, %ADM, Aggregate Attendance, Aggregate Membership, Membership Days, and Membership. .
- Click on the **Attendance Codes Tab**.



ADA/ADM Report Options

Report Options **Attendance Codes** Attendance Groups

Attendance Codes

All None

Select	Code	Description
<input checked="" type="checkbox"/>	@@@	PERIOD ABSENCE
<input checked="" type="checkbox"/>	@@@	SKIPPING
<input checked="" type="checkbox"/>	AFD	ARMED FORCES DAY
<input checked="" type="checkbox"/>	AME	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMT	AM TARDY EXCUSED
<input checked="" type="checkbox"/>	AMU	AM TARDY UNEXCUSED
<input checked="" type="checkbox"/>	CV	COLLEGE VISIT
<input checked="" type="checkbox"/>	D	HALF DAY UNEXCUSED
<input checked="" type="checkbox"/>	E	EXCUSED ALL DAY

OK Cancel

- Select the Attendance Codes(s) to include in the report then click the **Attendance Groups Tab**.

ADA/ADM Report Options

Report Options Attendance Codes **Attendance Groups**

Select Attendance Groups

Group	
<input type="checkbox"/> HH	
<input type="checkbox"/> HOPE	
<input type="checkbox"/> HURLA	
<input type="checkbox"/> NCD	

All **None**

Students in the selected attendance groups will be excluded from the report.

OK **Cancel**

- Select the Attendance Group(s) to exclude in the report and click on the **OK** to process the report.

Academic Year: 2006 - 2007

ADA/ADM Attendance Report

Attendance Periods: 1|2

Codes: @@@|AFD|AME|AMU|CV|E|ED|EHQ|EPN|H|HU|ISS|PME|PMU|PMX|S|SA|TE|TU|U

* - Indicates custom date range

SECOND KENTUCKY HIGH SCHOOL

Grd		1	2	3	4	5	6	7	8	9	10	11	12	YTD
9	ADA	12.37	8.50	-	-	-	-	-	-	-	-	-	-	10.38
	%ADA	95.14%	93.41%	-	-	-	-	-	-	-	-	-	-	94.41%
	ADM	13.00	9.10	-	-	-	-	-	-	-	-	-	-	11.00
	Agg. Atx.	235.00	170.00	-	-	-	-	-	-	-	-	-	-	405.00
	Agg. Mem.	247.00	182.00	-	-	-	-	-	-	-	-	-	-	429.00
	MemDays	19	20	-	-	-	-	-	-	-	-	-	-	39
	Mbrship	13	-	-	-	-	-	-	-	-	-	-	-	13
10	ADA	7.68	5.30	-	-	-	-	-	-	-	-	-	-	6.46
	%ADA	91.25%	89.83%	-	-	-	-	-	-	-	-	-	-	90.65%
	ADM	8.42	5.90	-	-	-	-	-	-	-	-	-	-	7.13
	Agg. Atx.	146.00	106.00	-	-	-	-	-	-	-	-	-	-	252.00
	Agg. Mem.	160.00	118.00	-	-	-	-	-	-	-	-	-	-	278.00
	MemDays	19	20	-	-	-	-	-	-	-	-	-	-	39
	Mbrship	8	-	-	-	-	-	-	-	-	-	-	-	8
11	ADA	11.26	7.55	-	-	-	-	-	-	-	-	-	-	9.36
	%ADA	91.85%	86.78%	-	-	-	-	-	-	-	-	-	-	89.68%
	ADM	12.26	8.70	-	-	-	-	-	-	-	-	-	-	10.44
	Agg. Atx.	214.00	151.00	-	-	-	-	-	-	-	-	-	-	365.00
	Agg. Mem.	233.00	174.00	-	-	-	-	-	-	-	-	-	-	407.00
	MemDays	19	20	-	-	-	-	-	-	-	-	-	-	39
	Mbrship	12	-	-	-	-	-	-	-	-	-	-	-	12

Academic Year: 2006 - 2007

ADA/ADM Attendance Report

Attendance Periods: 1|2

Codes: @@@@AFD|AME|AMU|CV|E|ED|EHO|EPN|H|HUI|ISS|PME|PMU|PMXS|SA|TE|TU|U

* - Indicates custom date range

12	ADA	16.37	10.75	-	-	-	-	-	-	-	-	-	-	-	13.49
	%ADA	96.28%	91.49%	-	-	-	-	-	-	-	-	-	-	-	94.27%
	ADM	17.00	11.75	-	-	-	-	-	-	-	-	-	-	-	14.31
	Agg. Atx.	311.00	215.00	-	-	-	-	-	-	-	-	-	-	-	526.00
	Agg. Mem.	323.00	235.00	-	-	-	-	-	-	-	-	-	-	-	558.00
	MemDays	19	20	-	-	-	-	-	-	-	-	-	-	-	39
	Mbrship	17	-	-	-	-	-	-	-	-	-	-	-	-	17
Total	ADA	47.68	32.10	-	-	-	-	-	-	-	-	-	-	-	39.69
	%ADA	94.08%	90.55%	-	-	-	-	-	-	-	-	-	-	-	92.58%
	ADM	50.68	35.45	-	-	-	-	-	-	-	-	-	-	-	42.87
	Agg. Atx.	906.00	642.00	-	-	-	-	-	-	-	-	-	-	-	1,548.00
	Agg. Mem.	963.00	709.00	-	-	-	-	-	-	-	-	-	-	-	1,672.00
	Mbrship	50.00	-	-	-	-	-	-	-	-	-	-	-	-	50.00

District Summary

Grd		1	2	3	4	5	6	7	8	9	10	11	12	YTD
9	ADA	12.37	8.50	-	-	-	-	-	-	-	-	-	-	10.38
	%ADA	95.14%	93.41%	-	-	-	-	-	-	-	-	-	-	94.41%
	ADM	13.00	9.10	-	-	-	-	-	-	-	-	-	-	11.00
	Agg. Atx.	235.00	170.00	-	-	-	-	-	-	-	-	-	-	405.00
	Agg. Mem.	247.00	182.00	-	-	-	-	-	-	-	-	-	-	429.00
	MemDays	-	-	-	-	-	-	-	-	-	-	-	-	-
	Mbrship	13	-	-	-	-	-	-	-	-	-	-	-	13

Academic Year: 2006 - 2007

ADA/ADM Attendance Report

Attendance Periods: 1|2

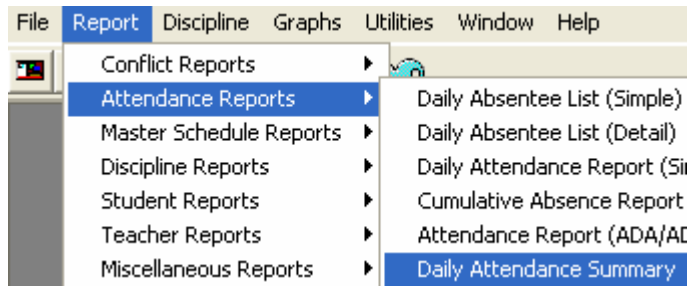
Codes: @@@@AFD|AME|AMU|CV|E|ED|EHO|EPN|H|HUI|ISS|PME|PMU|PMXS|SA|TE|TU|U

* - Indicates custom date range

10	ADA	7.68	5.30	-	-	-	-	-	-	-	-	-	-	-	6.46
	%ADA	91.25%	89.83%	-	-	-	-	-	-	-	-	-	-	-	90.65%
	ADM	8.42	5.90	-	-	-	-	-	-	-	-	-	-	-	7.13
	Agg. Atx.	146.00	106.00	-	-	-	-	-	-	-	-	-	-	-	252.00
	Agg. Mem.	160.00	118.00	-	-	-	-	-	-	-	-	-	-	-	278.00
	MemDays	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Mbrship	8	-	-	-	-	-	-	-	-	-	-	-	-	8
11	ADA	11.26	7.55	-	-	-	-	-	-	-	-	-	-	-	9.36
	%ADA	91.85%	86.78%	-	-	-	-	-	-	-	-	-	-	-	89.68%
	ADM	12.26	8.70	-	-	-	-	-	-	-	-	-	-	-	10.44
	Agg. Atx.	214.00	151.00	-	-	-	-	-	-	-	-	-	-	-	365.00
	Agg. Mem.	233.00	174.00	-	-	-	-	-	-	-	-	-	-	-	407.00
	MemDays	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Mbrship	12	-	-	-	-	-	-	-	-	-	-	-	-	12
12	ADA	16.37	10.75	-	-	-	-	-	-	-	-	-	-	-	13.49
	%ADA	96.28%	91.49%	-	-	-	-	-	-	-	-	-	-	-	94.27%
	ADM	17.00	11.75	-	-	-	-	-	-	-	-	-	-	-	14.31
	Agg. Atx.	311.00	215.00	-	-	-	-	-	-	-	-	-	-	-	526.00
	Agg. Mem.	323.00	235.00	-	-	-	-	-	-	-	-	-	-	-	558.00
	MemDays	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Mbrship	17	-	-	-	-	-	-	-	-	-	-	-	-	17
Total	ADA	47.68	32.10	-	-	-	-	-	-	-	-	-	-	-	39.69
	%ADA	94.08%	90.55%	-	-	-	-	-	-	-	-	-	-	-	92.58%
	ADM	50.68	35.45	-	-	-	-	-	-	-	-	-	-	-	42.87
	Agg. Atx.	906.00	642.00	-	-	-	-	-	-	-	-	-	-	-	1,548.00
	Agg. Mem.	963.00	709.00	-	-	-	-	-	-	-	-	-	-	-	1,672.00
	Mbrship	50.00	-	-	-	-	-	-	-	-	-	-	-	-	50.00

Daily Attendance Summary

- To run the report, select **Report | Attendance Reports | Daily Attendance Summary**. This report will produce a report of attendance for a given attendance date range including by date, membership, tardies, Absences half and full day, Total, Attendance, and Percentage. This report will also include Report Summary with totals and average for each school selected.



The screenshot shows the 'Daily Attendance Summary' dialog box. It has two tabs: 'Schools' and 'Grades/Groups'. The 'Schools' tab is active. Inside the 'Schools' tab, there is a 'School Select:' section with a table of schools. The table has three columns: 'School Name', 'Code', and 'Select'. Two schools are listed: 'KY SECOND MIDDLE TEST SCH' with code '428' and 'SECOND KENTUCKY HIGH SCHOOL' with code '549'. Both have their 'Select' checkboxes checked. To the right of the table are buttons for 'All', 'None', and 'Print'. Below the 'School Select' section is a 'Select Dates' section with two date pickers: 'Report Start Date' (set to '2006, May 02') and 'Report End Date' (set to '2007, May 18'). There are also four checkboxes: 'Group by grade level' (unchecked), 'Group by school' (checked), 'Page break between schools' (checked), and 'Show legend' (unchecked). At the bottom right are 'Display Report' and 'Close' buttons.

School Name	Code	Select
KY SECOND MIDDLE TEST SCH	428	<input checked="" type="checkbox"/>
SECOND KENTUCKY HIGH SCHOOL	549	<input checked="" type="checkbox"/>

- Select School- Select the school(s) to include in the report.
- Report Start Date- Select the Report Starting Date.
- Report End Date- Select the Report Ending Date.
- Group by Grade Level – Select this option to group grade levels in the report.
- Page break between schools – This will allow page breaks after each school reports.
- Show Legend – When the report prints it will include the starting and ending date.
- Click on the **Grades/ Group Tab**.

Daily Attendance Summary

Schools | **Grades/Groups**

Attendance Groups | Grade Levels

Select Attendance Groups

Group	
<input type="checkbox"/> HH	
<input type="checkbox"/> HOPE	
<input type="checkbox"/> HURLA	
<input type="checkbox"/> NCO	

Students in the selected attendance groups will be excluded from the report.

Select Dates

Report Start Date: 2005, Aug 08 | Report End Date: 2007, May 18

☐ Group by grade level
☒ Group by school
☒ Page break between schools
☐ Show legend

- Click on the **Attendance Groups** tab -Select the Attendance Group(s) to exclude in the report and click on the **OK** to process the report.

Daily Attendance Summary

Schools | **Grades/Groups**

Attendance Groups | **Grade Levels**

Select Grades

Grade Level	
<input checked="" type="checkbox"/> 6	
<input checked="" type="checkbox"/> 7	
<input checked="" type="checkbox"/> 8	
<input checked="" type="checkbox"/> 9	
<input checked="" type="checkbox"/> 10	
<input checked="" type="checkbox"/> 11	

Students in the selected attendance groups will be excluded from the report.

Select Dates

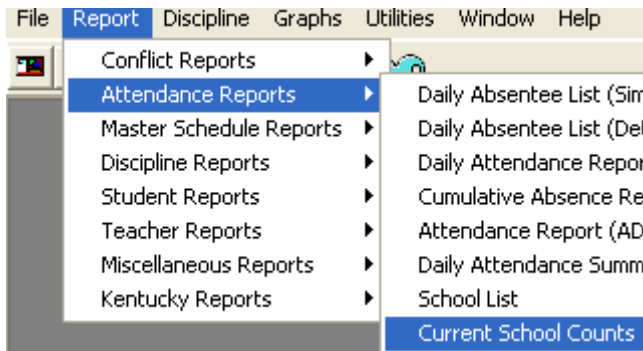
Report Start Date: 2005, Aug 08 | Report End Date: 2005, Dec 15

☐ Group by grade level
☒ Group by school
☒ Page break between schools
☒ Show legend

- Click on the **Grades/ Groups tab** -Select the Grade Level(s) to include in the report and click on the **Display Report** to process the report.

Current School Counts

- To run the report, select **Report | Attendance Reports | Current School Counts**. This report will produce a pivot table that will allow the report to show School Name, Transportation Codes, Grade, Sex, Lunch, LEP, ESL, Migrant, Gifted, Special ED 1-5, Homeroom, and Race codes as selected by the user.



The 'School Counts' dialog box has two tabs: 'Schools' and 'Grades/Attendance Groups'. The 'Schools' tab is active. It contains a 'School Select' section with a table of schools. The table has three columns: 'School Name', 'Code', and 'Select'. Two schools are listed: 'KY SECOND MIDDLE TEST SCH' with code '428' and 'SECOND KENTUCKY HIGH SCHOOL' with code '549'. Both have checkboxes in the 'Select' column that are checked. To the right of the table are buttons for 'All', 'None', and 'Print'. Below the table is a 'Reporting Date' dropdown menu set to 'LAST UPLOAD'. A note states: 'Note: Only Schools With A Valid Calendar Day Matching The Selected Reporting Date Will Appear In Report.' At the bottom are 'Ok' and 'Cancel' buttons.

School Name	Code	Select
KY SECOND MIDDLE TEST SCH	428	<input checked="" type="checkbox"/>
SECOND KENTUCKY HIGH SCHOOL	549	<input checked="" type="checkbox"/>

Reporting Date: LAST UPLOAD

Note: Only Schools With A Valid Calendar Day Matching The Selected Reporting Date Will Appear In Report.

- Select School- Select the school(s) to include in the report.
- Reporting Date- Select the Report Date ****Note**** Only Schools with a valid calendar day matching the selected reporting date will appear or select the Last Upload option to view the report from the last upload.
- Click on the **Grades/ Attendance Groups** tab.

School Counts

Schools | **Grades/Attendance Groups**

Students in the selected attendance groups will be excluded from the report.

Select Attendance Groups

Group	
<input checked="" type="checkbox"/> HH	
<input type="checkbox"/> HOPE	
<input type="checkbox"/> HURLA	
<input type="checkbox"/> NCO	

Select Grades

Grade Level	
<input checked="" type="checkbox"/> 9	
<input checked="" type="checkbox"/> 10	
<input checked="" type="checkbox"/> 11	
<input checked="" type="checkbox"/> 12	
<input checked="" type="checkbox"/> 14	

Reporting Date: **LAST UPLOAD**

Note: Only Schools With A Valid Calendar Day Matching The Selected Reporting Date Will Appear In Report.

Ok **Cancel**

- Click on the **Attendance Groups** tab -Select the Attendance Group(s) to exclude in the report
- Select Grades- Select Grade Level(s) to include in the report and click on the **OK** to process the report.

School Counts For: LAST UPLOAD

Transported | Grade | Sex | Lunch | LEP | ESL | Migrant | Gifted | sp_educ_1 | sp_educ_2 | sp_educ_3 | sp_educ_4 | sp_educ_5 | Home Room

School Name	Race	Total
KY SECOND MIDDLE TEST SCH	1	19.00
Total		19.00

Drag the titles above to pivot the table

Export **Print...** **Close**

- Left click on a button, drag and drop beside the School Name or across the top of the form to display selected information.

School Counts For: LAST UPLOAD

Transported | Sex | Lunch | LEP | ESL | Migrant | Gifted | sp_educ_1 | sp_educ_2 | sp_educ_3 | sp_educ_4 | sp_educ_5 | Home Room

Race

School Name	Grade	1	Total
KY SECOND MIDDLE TEST SCH	06	2.00	2.00
	07	8.00	8.00
	08	7.00	7.00
	14	2.00	2.00
	Total	19.00	19.00
Total		19.00	19.00

Drag the titles above to pivot the table

Export Print... Close

- A user can select as many buttons and drag and drop to display the select button in the pivot table.
- A user can click on the dropdown arrow on the button to select or exclude data from the report by unselecting the box beside the data.

School Counts For: LAST UPLOAD

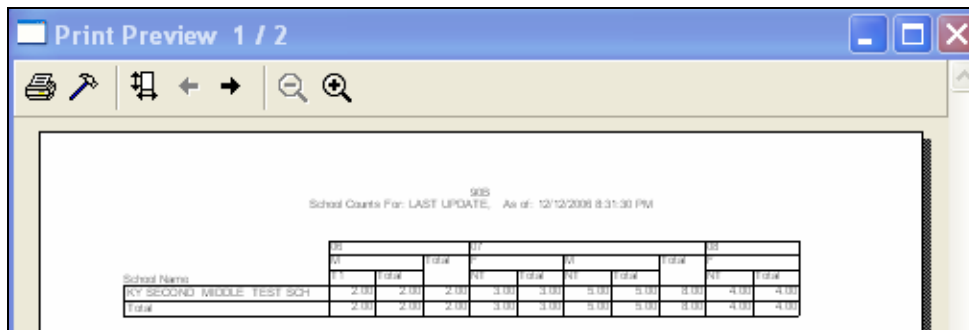
LunchLEPESLMigrantGiftedsp_educ_1sp_educ_2sp_educ_3sp_educ_4sp_educ_5

RaceSexTransported

School Name	Home Room	Grade	NT	Total	NT	T1	Total	Total
KY SECOND MIDDLE TEST SCH	55555	07			1.00		1.00	1.00
		08	2.00	2.00	2.00		4.00	4.00
		Total	2.00	2.00	3.00		5.00	5.00
	6000	06				1.00	1.00	1.00
		08	2.00	2.00	1.00		3.00	3.00
		14	1.00	1.00			1.00	1.00
	7101	Total	3.00	3.00	1.00	2.00	5.00	5.00
		06				1.00	1.00	1.00
		07			3.00	3.00	3.00	3.00
	8102	Total			3.00	4.00	4.00	4.00
		07	3.00	3.00	1.00	1.00	4.00	4.00
		14	1.00	1.00			1.00	1.00
Total	Total	4.00	4.00	1.00	1.00	5.00	5.00	
	Total	9.00	9.00	8.00	2.00	10.00	19.00	
Total		9.00	9.00	8.00	2.00	10.00	19.00	

Print...Close

- Export Button- Click on the **Export** button to select the option to print, export to text, or export to Excel.
- Print Option or Print Button - The print option or **Print...** button will display a print preview screen as shown in the example below.



- Export to Text- This option will allow the user to export the report to a text file format as show in the example below.

Export.txt - Notepad

File Edit Format View Help

			1	1	1	1	1	1	Total
			F	F	M	M	M	NT	F
			NT	Total	NT	T1	Total	NT	NT
KY SECO 55555	07	0	0	1	0	1	1	1	1
KY SECO 55555	08	2	2	2	0	2	4	4	4
KY SECO 55555	Total	2	2	3	0	3	5	5	5
KY SECO 6000	06	0	0	0	1	1	1	1	1
KY SECO 6000	08	2	2	1	0	1	3	3	3
KY SECO 6000	14	1	1	0	0	0	1	1	1
KY SECO 6000	Total	3	3	1	1	2	5	5	5
KY SECO 7101	06	0	0	0	1	1	1	1	1
KY SECO 7101	07	0	0	3	0	3	3	3	3
KY SECO 7101	Total	0	0	3	1	4	4	4	4
KY SECO 8102	07	3	3	1	0	1	4	4	4
KY SECO 8102	14	1	1	0	0	0	1	1	1
KY SECO 8102	Total	4	4	1	0	1	5	5	5
KY SECO Total		9	9	8	2	10	19	19	19
Total		9	9	8	2	10	19	19	19


- Export to Excel- This option will allow the user to export the report to an Excel Spreadsheet. ****Note**** The column heading will export to Excel except for the selections that are place by the school name as shown in the example below.

Microsoft Excel - Book1


File Edit View Insert Format Tools Data Window Help WebEx

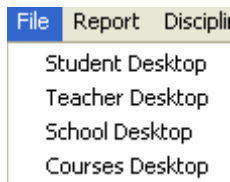
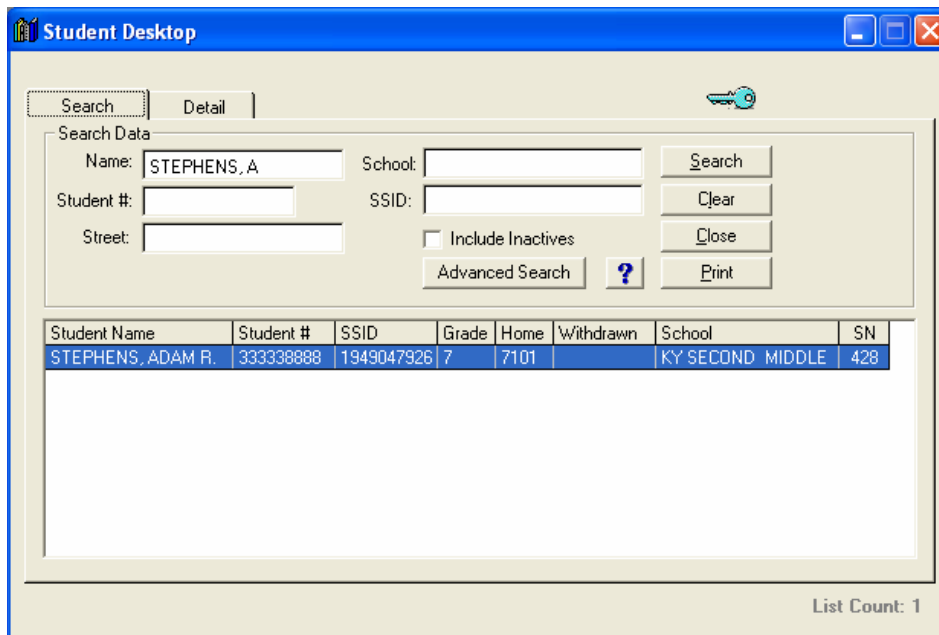
Σ 10 Arial B I U

	A	B	C	D	E	F	G	H	I	J	K
1		6	6	6	7	7	7	7	7	8	8
2		M	M	Total	F	F	M	M	Total	F	F
3		T1	Total		NT	Total	NT	Total		NT	Total
4	KY SECOND MIDDLE TEST SCH	2	2	2	3	3	5	5	8	4	4
5	Total	2	2	2	3	3	5	5	8	4	4

- Close Button- Click on the  button to go back to the school count report window. Click Cancel to exit the report.

Student Desktop

- Select **File | Student Desktop** or click on  icon. This desktop will let you search for individual students by name, school, student number, SSID, or street. It allows you to include inactive students if selected. The student desktop will display student name, student number, SSID, grade, homeroom, withdrawn date(if student is withdrawn), school name, and school number (if student is inactive the school number will have an asterisk in front of the school number.) The **Advanced Search** button can be used as a query tool for student information.

Student Name	Student #	SSID	Grade	Home	Withdrawn	School	SN
STEPHENS, ADAM R.	333338888	1949047926	7	7101		KY SECOND MIDDLE	428

- Name - enter last name separated by a comma then a space first name or at least the first three characters of the last name.
- School – enter the school name.
- Student Number-enter the students number
- SSID- enter the SSID
- Street – enter the street name for a list of students that have the street address.
- ☐ **Include Inactives** Checkbox- If this box is checked the search will include inactive students.
- **Advanced Search** Button – is used as a query tool for student information which includes Student Guardian Records, Student Records, and User Files 1-10.

- **Search** Button - after enter one or more of the search criteria's click this button to display searched criteria.
- **Clear** Button- clears all entered information on the student desktop.
- **Close** Button – closes the student desktop.
- **Print** Button- print to the screen the student desktop's returned searches.
- Highlight the student and click the Detail tab.

The screenshot shows the 'Student Desktop' application window. At the top, there are 'Search' and 'Detail' tabs, with 'Detail' being the active tab. A key icon is visible in the top right corner. The main area contains a form with the following fields:

Student Number: 333338888	SSN: 444-55-8898	Alt #:	Sex: M
Student Name: STEPHENS, ADAM R.	SSID: 1949047926	Race: 1	
Address: 1234 SCHOOL RD.		Grade: 7	
Address 2:		DOB: 02/24/1994	
City: TEST CITY 42166		TCode: NT	
Phone #: 456-5963			
School Name: KY SECOND MIDDLE TEST SCH	School Number: 428		

Below the form is a grid of buttons:

Schedule	Attendance	Discipline	Grades	Detail	Overrides
Renumber	Delete	User File	Letters	Profile	
Att. Events	ICodes	Medical Info	Transcripts	Recrd Req.	

At the bottom right, there are 'Close' and '?' buttons.

- The Detail tab allows you to view the following data for the selected student: Student number, Student Name, Address, Address 2, City, Phone number, School Name, School Number, Alternate Student number, SSID, Sex, Race, Grade, Date of Birth, and Tcode. The buttons will allow you to view Schedule, Attendance, Discipline, Grades, Detail (Guardian and contact info), User file, Profile, Attendance Events, Tcode (history), Transcripts for the student selected.
- **Profile** Button- This button will generate and print to the screen the selected student's information: student information, Guardian information, schedule, attendance, entry withdraw information, discipline, and grades by grading period.

Student Profile For: STEPHENS, ADAM R.

KY SECOND MIDDLE TEST SCH

Student Information

Student #:	39338888	Sex:	M	Home	7101
First Name:	ADAM	Race:	1	Grade:	7
Middle Name:	RAMSEY	DOB:	02/24/1994	Entered:	8/15/2001
Last Name:	STEPHENS	SSN:	444-55-8898	Withdrawn:	
Address:	1234 SCHOOL RD.	Sp Ed:			
City/Zip:	TEST CITY 42166				
Phone:	456-5963				

Guardian Information

Lives With:	PARENTS, NATURAL/ADO		
Guardian 1:	RAMSEY JOHNSON	Address:	1234 SCHOOL RD.
Guardian 2:		Address:	
Emergency 1:		Relation:	
Emergency 2:		Relation:	
Doctor 1:		Phone:	
Doctor 2:		Phone:	
Note:			

Schedule

Term	Period	Course #	Course Description	Teacher Name
1	1	505.01	SOCIAL STUDIES 7	MANION, RALPH L.
1	2	105.01	READING 7	MANION, RALPH L.
1	3	205.01	LANGUAGE ARTS 7	MANION, RALPH L.
1	4	305.01	MATH 7	MANION, RALPH L.
1	5	405.01	SCIENCE 7	MANION, RALPH L.
1	6	600.02	PHYS EDUCATION 6-8	SMOTHERS, BETTY S.
2	1	505.01	SOCIAL STUDIES 7	MANION, RALPH L.
2	2	105.01	READING 7	MANION, RALPH L.
2	3	205.01	LANGUAGE ARTS 7	MANION, RALPH L.
2	4	305.01	MATH 7	MANION, RALPH L.
2	5	405.01	SCIENCE 7	MANION, RALPH L.
2	6	600.02	PHYS EDUCATION 6-8	SMOTHERS, BETTY S.

Attendance - Days Absent or Tardy

Date	Day	Type	Reason
08/22/2006	Tuesday	ABSENT ALL DAY	EXCUSED ALL DAY
09/11/2006	Monday	ABSENT ALL DAY	UNEXCUSED ABSENCE
09/12/2006	Tuesday	ABSENT ALL DAY	UNEXCUSED ABSENCE
09/13/2006	Wednesday	ABSENT ALL DAY	UNEXCUSED ABSENCE
09/14/2006	Thursday	ABSENT ALL DAY	UNEXCUSED ABSENCE
09/15/2006	Friday	ABSENT ALL DAY	UNEXCUSED ABSENCE
11/09/2006	Thursday	ABSENT ALL DAY	UNEXCUSED ABSENCE

Attendance - Entry / Withdraws

Date / Time	Type Cod	Grade	Home Rm	Sp Ed	From / To	Note
08/04/2006 11:29 AM	E	ED1	7	7101		

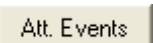
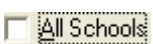


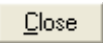
Discipline

Date	Infraction / Disposition	Notes
------	--------------------------	-------

Student Profile For: STEPHENS, ADAM R.				KY SECOND MIDDLE TEST SCH		
Student Grades						
Grading Period: 2006 1 1ST NINE WEEKS				GRD COM COM		
103.01	READING 6	DALE, JIMMY K.		99	12	
203.01	LANGUAGE ARTS 6	DALE, JIMMY K.		96	12	
303.01	MATH 6	DALE, JIMMY K.		98	12	
403.01	SCIENCE 6	DALE, JIMMY K.		99		
503.01	SOCIAL STUDIES 6	DALE, JIMMY K.		101	12	
600.03	PHYS EDUCATION 6-8	DALE, JIMMY K.		100	1	
Grading Period: 2006 2 2ND NINE WEEKS				GRD COM COM		
103.01	READING 6	DENNISON, JIMMY K.		90		
203.01	LANGUAGE ARTS 6	DENNISON, JIMMY K.		94		
303.01	MATH 6	DENNISON, JIMMY K.		94		
403.01	SCIENCE 6	DENNISON, JIMMY K.		90		
503.01	SOCIAL STUDIES 6	DENNISON, JIMMY K.		90		
600.03	PHYS EDUCATION 6-8	DENNISON, JIMMY K.		98		
Grading Period: 2007 1 1ST NINE WEEKS				GRD COM COM		
205.01	LANGUAGE ARTS 7	MANION, RALPH L.		95		
305.01	MATH 7	MANION, RALPH L.		88		
600.02	PHYS EDUCATION 6-8	SMOTHERS, BETTY S.		100		

- **Att. Events** Button- This button will generate and print to the screen the selected student's information: student's information, all recorded attendance, attendance totals, code totals, and code totals for students.

Individual Student Attendance Report					Date Run: 6/20/2006 9:03:50
Student #	Student Name			Page: 1	
333338888	STEPHENS, ADAM R.			State ID# 1949047926	
Gender	D.O.B.	Age	Ethnicity	Guardian Name	
M	2/24/1994	12	WHITE(NON-HISPANIC)	RAMSEY JOHNSON	
School: 428 KY SECOND MIDDLE TEST SCH					Registration Date 4/1/2006
Academic Year: 2006 - 2007					Registration Status Active
Grade 7		Homeroom 7101			
Physical Address 1234 SCHOOL RD. TEST CITY, KY 42166			Mailing Address 1234 SCHOOL RD. TEST CITY, KY 42166		
Phone: 456-5963					
Event Date	Event Code	Event Description	Event Type		
4/1/2006	W09	GRADUATE	Withdrawal		
8/4/2006	NT	NON TRANSPORTED	T-Code Change		
8/4/2006	B01	FIRST TIME THIS YEAR	Entry		
8/22/2006	E	EXCUSED ALL DAY	Full-Day Absence		
9/11/2006	U	UNEXCUSED ABSENCE	Full-Day Absence		
9/12/2006	U	UNEXCUSED ABSENCE	Full-Day Absence		
9/13/2006	U	UNEXCUSED ABSENCE	Full-Day Absence		
9/14/2006	U	UNEXCUSED ABSENCE	Full-Day Absence		
9/15/2006	U	UNEXCUSED ABSENCE	Full-Day Absence		
11/9/2006	U	UNEXCUSED ABSENCE	Full-Day Absence		
Attendance Totals for School					
		Tardies	0	Days Membership	24
		Half-Day Absences	0	Days Present	23
		Full-Day Absences	1	Days Absent	1
Code Totals for School					
	Code	Description	Count		
	E	EXCUSED ALL DAY	1		
	B01	FIRST TIME THIS YEAR	1		
	NT	NON TRANSPORTED	1		
	U	UNEXCUSED ABSENCE	6		
	W09	GRADUATE	1		
Attendance Totals For Student					
		Tardies	0	Days Membership	24
		Half-Day Absences	0	Days Present	23
		Full-Day Absences	1	Days Absent	1
Code Totals for Student					
	Code	Description	Count		
	E	EXCUSED ALL DAY	1		
	B01	FIRST TIME THIS YEAR	1		
	NT	NON TRANSPORTED	1		
	U	UNEXCUSED ABSENCE	6		
	W09	GRADUATE	1		

-  Button- This button will view the daily attendance and Entry/Withdrawal data for the selected student also the total absents and tardy are listed
-  ☐ All Schools Checkbox- view all attendance for each school within the district that this student has attended.
-  Button – Prints to the screen the information viewed on the screen.
-  Button- Displays the schools calendar.
-  Button – Click this button to close the attendance screen.

Attendance: STEPHENS, ADAM R.

Date Absent	Day	Type	Class	Code	School	SN
08/22/2006	Tues...	A	E	E	KY SECOND MIDDLE TEST...	428
09/11/2006	Mon...	A	U	U	KY SECOND MIDDLE TEST...	428
09/12/2006	Tues...	A	U	U	KY SECOND MIDDLE TEST...	428
09/13/2006	Wed...	A	U	U	KY SECOND MIDDLE TEST...	428
09/14/2006	Thur...	A	U	U	KY SECOND MIDDLE TEST...	428
09/15/2006	Friday	A	U	U	KY SECOND MIDDLE TEST...	428
11/09/2006	Thur...	A	U	U	KY SECOND MIDDLE TEST...	428

Totals:
 Absent:
 Tardy:

☐ All Schools

- Entry/Withdrawal Tab- Shows entry/withdrawal for the selected student. Check the ☐ All Schools box to view all entry/withdrawal information for all schools in the district that the selected student has attended. ****Note:** This is a great tool for checking errors for W01/R01 and W02/R02 that do not match. ******

Entry/Withdrawal: STEPHENS, ADAM R.

Date / Time	Day	Type	Code	School	From/To
08/04/2006 11:2...	Friday	E	E01	KY SECOND MIDDLE...	

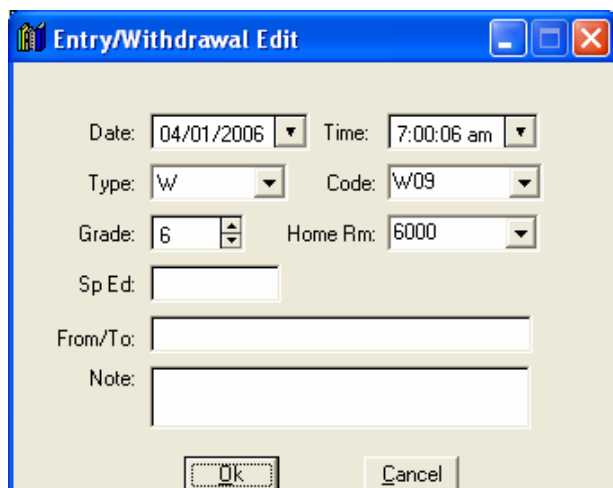
Totals:
 Absent:
 Tardy:

☐ All Schools

- Edit Tab- Allows the user to edit the Entry/Withdrawal information on the selected student.

- Add** Button- Allows the user to add an entry or withdrawal information for the selected student. ****Note**** All corrections should be made in STIOffice or STIDistrict Enrollment. If data is not correct at the school level the next upload will overwrite the changes that have been made.

- Edit** Button- Allows the user to edit an entry or withdrawal information for the selected student. ****Note**** All corrections should be made in STIOffice or STIDistrict Enrollment. If data is not correct at the school level the next upload will overwrite the changes that have been made.



Entry/Withdrawal Edit

Date: 04/01/2006 Time: 7:00:06 am

Type: W Code: W09


Grade: 6 Home Rm: 6000

Sp Ed:

From/To:

Note:

Ok Cancel

-  Button- Allows the user to delete an entry or withdrawal information for the selected student. Click yes to delete the select data or no to cancel. ****Note**** All corrections should be made in STIOffice or STIDistrict Enrollment. If data is not correct at the school level the next upload will overwrite the changes that have been made.



Delete Entry/Withdrawal record?

Are you sure you want to delete the following Entry/Withdraw record?

School: 428-7
 Date: 8/4/2006
 Time: 8/4/2006 11:29:33 AM
 Type: E
 Code: E01
 Grade:

Yes No

STIDistrict –Required KY State Reporting

Local Educator Assignment Data (LEAD)

There are five major steps involved in creating the *LEAD* file using the STIDistrict program. Follow the steps below to create the file:

****Note**** All employees will be imported into the LEAD report. Any employee that is associated with a course whether as the primary or an additional teacher will get an error for having no Social Security Number. In Addition employee types Teacher, Counselor, Administrator, Librarian and Speech Therapist will get an error for not having Social Security Numbers even if they are not associated with a course.

Valid Courses In STIOffice Setup for LEAD

State Course Info Tab (Required for 06-07)

1. Go to Courses | Valid Courses, select a course and click on the State Course Info tab.

Record will be Changed

Course Info | Master Builder Info | **State Course Info**

Main Category: Agriculture - Ag Mechanics/Engineering

State Course Code: Agriculture Construction Skills

☐ Dual Credit ☐ 1 Semester Course

☐ Credit Recovery ☐ Performance Based

☐ Blocked Schedule

For Elementary/World Language

☐ Language Video-Based

☐ Language Teacher Inst >= 30 Min

☐ Language Teacher Inst < 30 Min

? Other Info OK Cancel

2. Main Category – select the category the course falls into from the drop-list.
3. State Course Code – select from the drop-list.

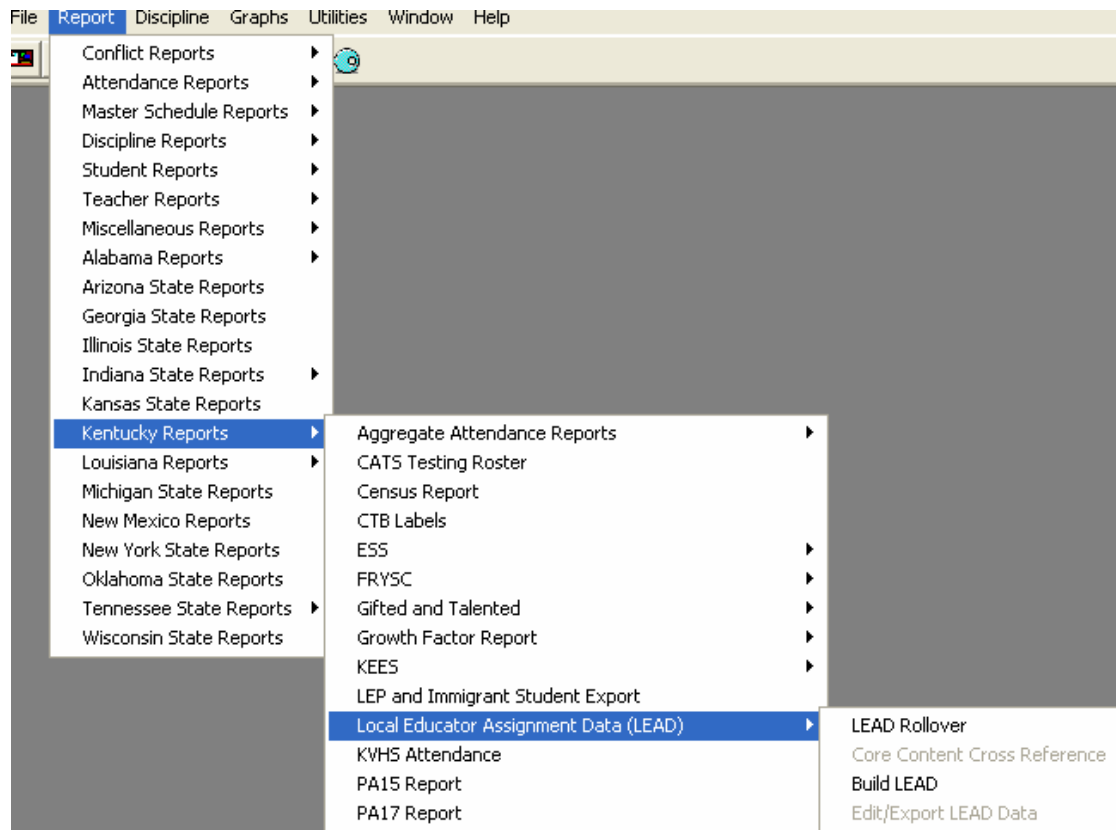
NOTE: The following website can be used when linking valid course codes to standardized course codes:

<http://www.education.ky.gov/KDE/Instructional+Resources/Curriculum+Documents+and+Resources/Kentucky+Vald+Course+List.htm>

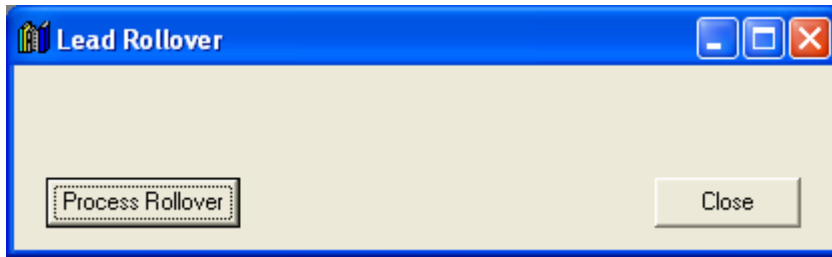
4. Dual Credit –
5. Credit Recovery –
6. Blocked Schedule –
7. 1 Semester Course –
8. Performance Based –
9. For Elementary World Language – activated when code # is chosen, select all that apply:
 - a. Language Video-Based –
 - b. Language Teacher >= 30 Min –
 - c. Language Teacher <= 30 Min –

Step One: LEAD Rollover

To complete the *Core Content Cross Reference*, select **Reports | Kentucky Reports | Local Educator Assignment Data | LEAD Rollover** and then follow the instructions below.



By clicking on the LEAD Rollover option you will get the following windows:



Click Process Rollover Button to continue.

Select the school(s) that you would like to rollover by using the LEAD Rollover Wizard.

The LEAD rollover wizard will guide you through a series of questions that must be properly completed before all of the LEAD data can be rolled over. The questions must be answered for each school before the process will begin.

From the list below, Select any schools that you would like the 2005-2006 LEAD core content cross reference data to be rolled into the current database.

SN	School	Selected	LEAD Rollover Complete
199	KENTUCKY ELEMENTARY TEST SCHOOL	<input checked="" type="checkbox"/>	<input type="checkbox"/>

< Back Next Cancel

The wizard will ask you a series of questions. Select the appropriate answer(s) and click finish.

The LEAD rollover wizard will guide you through a series of questions that must be properly completed before all of the LEAD data can be rolled over. The questions must be answered for each school before the process will begin.

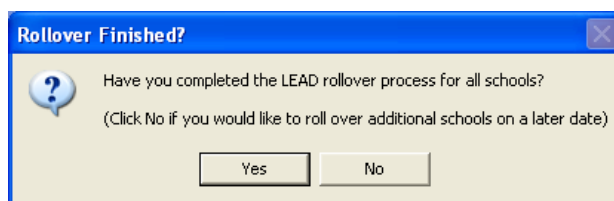
Did this school change any Course Numbers or Course Descriptions in the Valid Course File from last school year to this school year?

[Click Here to Show Example](#)

SN	School	Yes	No	Dont Know
199	KENTUCKY ELEMENTARY TEST SCHOOL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

< Back Finish Cancel

After you have completed the wizard you will see the following window. Clicking NO will allow the user to return to the LEAD rollover menu at a later time and process different schools for the rollover. Clicking YES will indicate that you are finished rolling over ALL schools and are ready to proceed to the next LEAD steps.

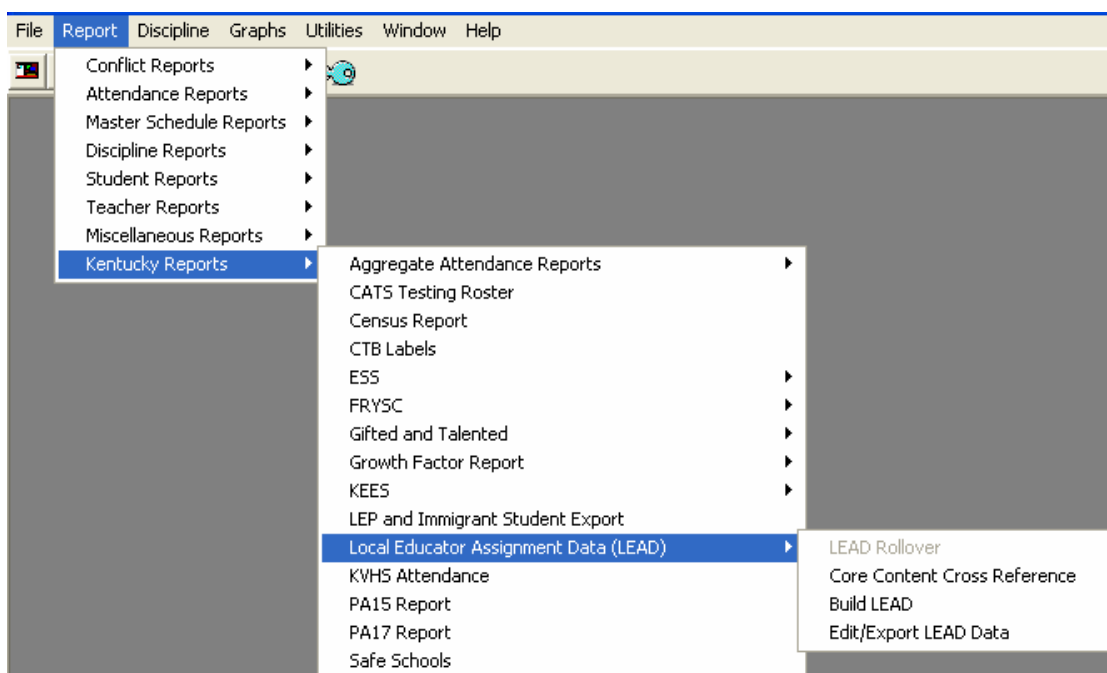


Features of the LEAD Report

STIOffice personnel may use a utility in the LEAD report to add a state course to the valid course file. If this is completed and uploaded to STIDistrict, the LEAD Coordinator will not assign a core content to the course. The Cross Reference Table will reflect the State Course number attached to the course and will display this when the course is highlighted in the Master Course List of the LEAD Core Content Cross Reference Table. This is shown in the example below:

LEAD Core Content Cross Reference				
Master Course List				Content Applied to Course
Course #	Description	School	Ty	Descr
103.01	ENGLISH I	KENTUCKY HIGH TEST SCH	E	230110 State Course Number
103.95	ENGLISH I	KENTUCKY HIGH TEST SCH	E	
104.01	ENGLISH II	KENTUCKY HIGH TEST SCH	E	

Another feature in the LEAD report is the **Assign Population from Demographics** option. This is explained later in the document but will allow the population to be populated from the students' demographic data.



Step Two: Core Content Cross Reference

To complete the *Core Content Cross Reference*, select **Reports | Kentucky Reports | Local Educator Assignment Data | Core Content Cross Reference** and then follow the instructions below.

- Choose (by clicking /highlighting) a course in the upper left box.
- Select (by clicking/bulleted) the *Core Content(s)* for the selected course. A course can be assigned multiple core content elements.
 - For Study Hall courses, select *Non-Instructional Core Content*.
- Select the intended *Population List* for the course.
- Once the *Core Content* and *Population List* have been selected, click on either the Apply **Content** button or the Apply **Population** button to associate either type of information with the course individually.
 - To apply both the *Core Content* and the *Intended Population* to the selected course, simply click the **Apply** button.

Note 1: Before assigning population to all of your courses and to save time and effort it is more efficient if the user clicks the **Assign Population from Demographics** Button described below.

Note 2: Clicking on the **Show Filters** button will allow the user the filter courses by *School*, *Course #*, *Courses with No Content*, or *State Course Number* assigned, and/or *Courses with No Population* assigned.

- The following screen will appear. To complete the cross reference following the instructions below:

Master Course List

Course #	Description	School	Typ
103.01	ENGLISH I	KENTUCKY TEST SCHOOL	E
104.01	ENGLISH II	KENTUCKY TEST SCHOOL	E
105.01	ENGLISH III	KENTUCKY TEST SCHOOL	E
106.01	ENGLISH IV	KENTUCKY TEST SCHOOL	E
203.01	US HISTORY	KENTUCKY TEST SCHOOL	SS
204.01	GEOGRAPHY	KENTUCKY TEST SCHOOL	SS
205.01	CIVICS	KENTUCKY TEST SCHOOL	SS
303.01	ALGEBRA I	KENTUCKY TEST SCHOOL	MA
304.01	ALGEBRA II	KENTUCKY TEST SCHOOL	MA
305.01	CALCULUS	KENTUCKY TEST SCHOOL	MA
402.01	BIOLOGY	KENTUCKY TEST SCHOOL	SC

20 Records found

Content Applied to Course

Descr
230110 State Course Number

Populations Applied to Course

Descr
General
Mild Mental Disability
Gifted
English Language Learners - Moderate Sup

Course Filters

School
KENTUCKY TEST SCH

Course
[Empty]

☐ Auto Hide Courses
☒ Auto Clear
☒ Show Warnings

Reports

Course/Content Report
☐ Group By School
☐ Save Report
Sort
☒ By Course Name
☐ By Course Number
Print Report

Utilities

Assign Population from Demographics
Set Pop/Spec Ed References

- The show filter button will let you view other options for the LEAD report as listed below:
- **Course Filters**
- **School** –This lets you select the School you would like to work with on the Master Course List.
- **Course**- This lets you select a single course to work with in the Master Course List.
- **Auto Hide Courses**- This option will hide course in the Master Course List that have been assigned Content and Population.
- **Auto Clear** – When assigning population and content you must check appropriate content and population fields and click apply. Selecting the box will cause the content and population that you selected to be automatically un-selected after they are applied. Leaving the box un-checked will mean that the user will have to manually de-select content or population each time they need to be changed.
- **Show Warnings**- While assigning and deleting population and content there are numerous message boxes that appear. For instance if you delete the population from a course, you will be prompted with a Message box warning that the records will be deleted and asking you to confirm the deletion. Check this check box to display the warning, or un-check to bypass the warning. NOTE: not all warnings can be by bypassed.
- **Reports** – Course/Content Report
- **Group by School**- By selecting this checkbox the Course/Content Report will group the courses by School.
- **Save Report**- Selecting this checkbox will prompt the user to save the report for later viewing.
- **Sort**
- **By Course Name**- This will sort the Course/Content Report by Course name.
- **By Course Number**- This will sort the Course/Content Report by Course Number.
- **Print Report** - This will give you a list of the Courses in the Master Course List along with the content and population applied to the course. This is illustrated in the example below.

Local Educator Assignment Data

District: 90B

Date Run: 6/20/2006 9:05:31

Page: 1

Teacher: AUSTIN, LAURA K.

SSN: 411963333

School: 549 SECOND KENTUCKY HIGH SCHOOL

TNUM: 22222341

Employee Type: Teacher

Course Num	Description	Hours Per Yr	Low Grd	High Grd	Enrolled	Primary Teacher	Pri Tea HQ
205.01	CIVICS	210	10	10	9	Yes	
	State Course Code:	No Populations!					
303.01	ALGEBRA I	210	9	9	13	No	
	State Course Code:	No Populations!					
	State Course Code:270304						
404.01	CHEMISTRY I	210	10	10	9	No	
	State Course Code:	No Populations!					
406.01	ADVANCED CHEMISTRY	210	11	11	12	No	
	State Course Code:304526	No Populations!					
505.01	BAND	210	9	12	0	Yes	
	State Course Code:	No Populations!					
Total Hours:		1050					

- **Assign Population from Demographics** by clicking this button you will be able to assign population for the Master Course List course from the students' demographics. You will see the following screen:

Update Populations?

This process will update the population codes for every course by searching for population types in the demographic records of the students enrolled in the course.

You can cancel the process at any time! You may run this process repeatedly without losing the population codes that you have manually assigned to a course.

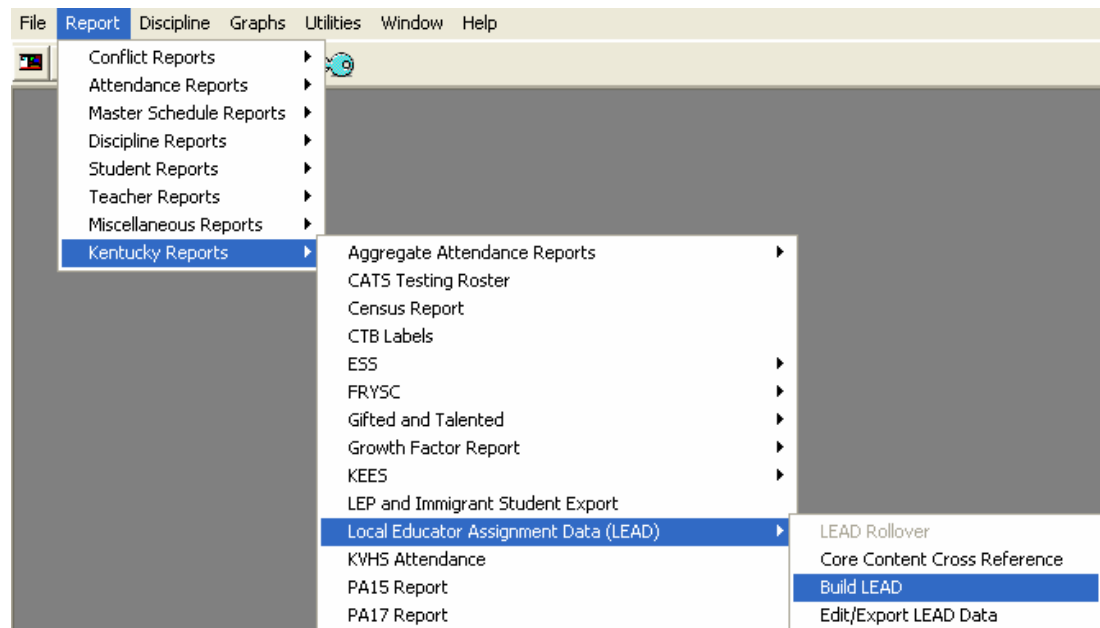
Would you like to proceed?

- Click yes to continue. This will update the population of the Master Course List by searching through the students assigned to each course and attach each population type found. You WILL NOT lose the population codes that you have manually assigned to a course this year by using this process. You WILL be replacing any6 population codes that were assigned as a result of roll over from last year and any that were assigned by a previous click of the button. This process may be run as many times as needed.
- This process can not assign the "English Language Learner- Extensive Support." You will need to manually add this to any course that should have this population.
- This process cannot assign population codes to courses that have no student assigned. As such, if you have courses that have no students assigned, but the courses did have a population assigned as a result of roll over from last year, the rolled over populations will be deleted.
- When the process is complete you will receive a message box like this example that shows the population update has finished and how many course records evaluated and how many populations assigned.



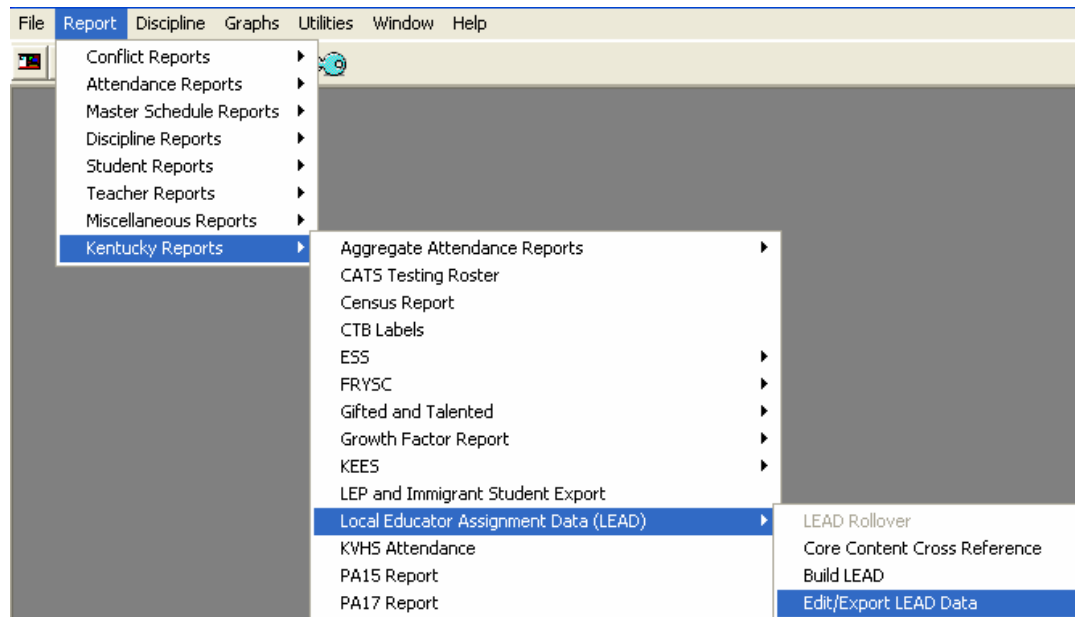
- **Set Pop/Spec Ed References** These codes are preset and should NOT be edited without specific instructions.
- If the *Courses with No Content* assigned and/or the *Courses with No Population* assigned filters are selected, the course will **not** appear in the course list at any point after a *Core Content* and/or *Population* is applied in the future.
- To revise course content/population, remove the checkmark and select the course. Then clear the content and/or population and make new assignments.
- Continue with each valid course in the district, until all courses have a *Core Content* and *Intended Population* assigned.

Step Three: Build LEAD



- After building the *Core Content Cross Reference*, select **Reports | Kentucky Reports | Local Educator Assignment Data | Build LEAD**. If errors or omissions exist in the data, an error report will automatically be generated.
- Data that is incorrect or missing must be corrected at the school level and then uploaded to the district.

Step Four: Edit LEAD Data



	TNUM	SCHOOL	Course #	Course Name	Low Grd	High Grd	Hrs F
1	234	KENTUCKY ELEM	105.01	READING 5	5	5	175.00
2	234	KENTUCKY ELEM	205.01	L A 5	5	5	175.00
3	234	KENTUCKY ELEM	305.01	MATH 5	5	5	175.00
4	234	KENTUCKY ELEM	405.01	SCI 5	5	5	175.00
5	234	KENTUCKY ELEM	505.01	S S 5	5	5	175.00
6	234	KENTUCKY HIGH	105.01	ENG III	10	11	176.00
7	234	KENTUCKY HIGH	205.01	CIVICS	10	11	176.00
8	234	KENTUCKY HIGH	305.01	CALCULUS	10	11	176.00
9	234	KENTUCKY HIGH	405.01	PHYSICS	10	11	176.00
10	234	KENTUCKY HIGH	505.01	BAND	10	11	176.00
11	234	KENTUCKY MIDDLE	105.01	READING 5	7	7	175.00
12	234	KENTUCKY MIDDLE	205.01	L A 5	7	7	175.00
13	234	KENTUCKY MIDDLE	305.01	MATH 5	7	7	175.00
14	234	KENTUCKY MIDDLE	405.01	SCI 5	7	7	175.00

Content: Elementary Education
Population: General
Total Hrs: 2,630.00

- This step is optional.

Edit Basic Data

- Select **Reports | Kentucky Reports | Local Educator Assignment Data | Edit-Export LEAD Data**. Data may be edited for each individual teacher.
 - Select a teacher using the pull-down menu located at the top of the form. Then select a course from the teacher's schedule and click the **Edit Content and Population** button to make changes to these fields.

Edit Other Data

- Right-click on any course to edit the following items:

- Low Grade Taught
- High Grade Taught
- Hours Per Year
- Number Enrolled
- Primary Teacher
- Highly Qualified
- Populations
- Core Content

Print Records

Click the **Print** button to generate a hard copy of the selected staff members' information to assist you during the editing process.

Step Five: Export LEAD File

- Select **Reports | Kentucky Reports | Local Educator Assignment Data | Edit-Export LEAD Data**. Then select the *Editor Options* tab.
- From the menu that appears here, you may print a report displaying the records included in the file. You may also export the data to the files that is to be sent to the Education Professional Standards Board.

Print Report

To print the report, click the large **Report** button. Prior to printing the report, you may select from several options to modify how the report will print.

- **Sort**
Select one or more data fields to use for sorting data within the report. Use the arrows on the left of the form to move data fields up and down, with fields at the top of the list receive sorting priority.
- **Group By**
Choose to group records by *School* or by *Teacher*.
- **Page Break by Teacher**
Select this option to place a page break between each teacher's data.

- **Include Signature Line**
Select this option to print a line on the report for a signature. Some districts use this option to let the staff member sign off that the report is correctly displays their classes.
- **Save Report to File**
Select this option to save a copy of the report as a file. After the report has been printed, the program will prompt you to select a directory and a file format in which to save the report. You may save the report as a *Microsoft Excel Spreadsheet*, an *Adobe Acrobat Reader* (.PDF) file, a *Rich Text Format* file, or a plain text file.
- **Content/Population Reference List**
Click this button to produce a report that lists the available *Content* areas and *Populations*. This report is intended to serve as a reference when the data is edited.

Export Files

Click the **Export** button to create the file that is to be sent to the Education Professional Standards Board. The files will be saved to the *C:\ProgramFiles\STIApplications\DistrictWorkstation_v9\Exports* folder.

There are two files that will be created:

The first file is: **LEAD_123_1.7.XML**. This is the data that was generated by the export and can be viewed with Internet Explorer.

The second file is: **LEAD_123_1.7.XML.ZIP**. This file is a compressed from of the first file. It has been compressed to make it easier to e-mail. This is the file that EPSB wants you to send to them.

NOTE: The filename displayed is an example:

The 123 in this sample will actually be your district number.

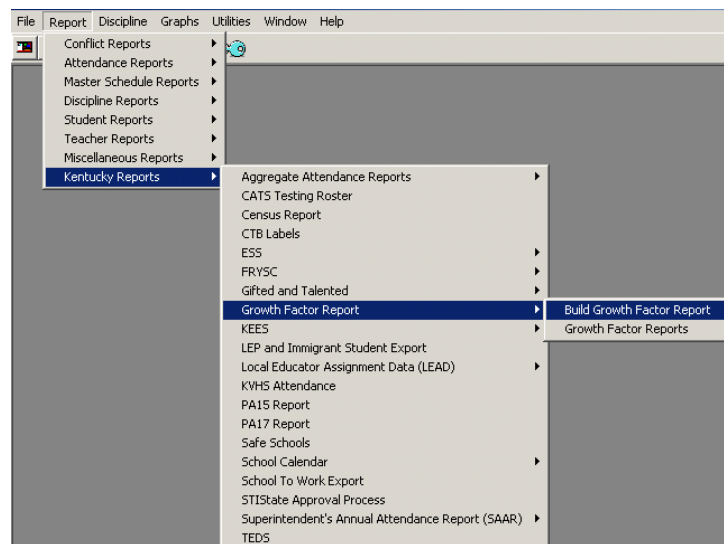
The 1 is the interval that you are exporting. (1=Fall 2=Spring)

The .7 indicates the academic year (6=2005-2006 7=2006-2007, etc).

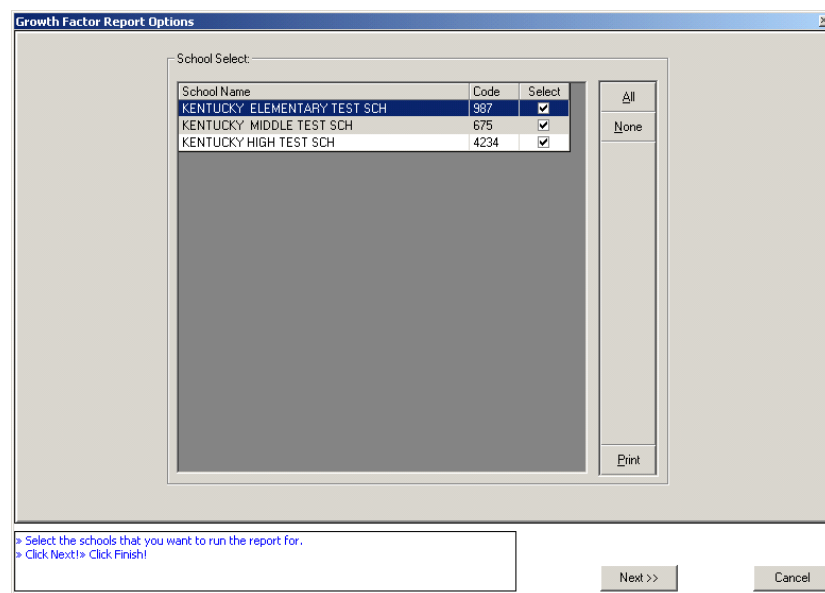
Growth Factor Report

This report produces the *Growth Factor* file required by the Kentucky Department of Education. The workstation used to produce this report must have the Adobe® Reader® program installed. The free installation file for this program is available at <http://www.adobe.com/products/acrobat/readstep2.html>.

To run the report, select **Report | Kentucky Reports | Growth Factor Report | Build Growth Factor Report**.



Select the school(s) to include in this report.



Select the grade levels to include in the report, then click **Next** to continue. To return to the *School Select* window, click **Back**.

Additional Reports to Include

Display Under/Over Age Detail: Check this box to include more detailed age information in the report.

Include the ADA Summary Report: Check this box to display the ADA Summary information in the report.

Output Options

Fixed Width File: By default, both a printed report and a *fixed-width file* will be generated. The file produced is called *GFXXX.YY* (where XXX = your district number and YY = the current school year) and will be saved in the *C:\ProgramFiles\STIApplications\DistrictWorkstation_v9\Exports* directory. This may be changed by clicking on the **Ellipsis** button to the right of the field.

Printer: Check this box to save the "printable" version of the *Growth Factor Report* for printing at a later time. The report will be saved as a .PDF file, which requires the free Adobe® Reader® program for viewing and/or printing. The file will be named *Growth Factor_MM_DD_YY_TTTT.PDF* (where MM=month, DD=day, YY=year, and TTTT=time) and will be saved in the *C:\ProgramFiles\STIApplications\DistrictWorkstation_v9\Exports* directory. This may be changed by clicking on the **Ellipsis** button to the right.

Save Report data for viewing at a later date: Check this box if you wish to have the option to go back and view this export at a later date. This will allow you to save the report under **Report | Kentucky Reports Growth Factor | Growth Factor Reports**. The report will be saved as *Growth Factor* (current date and time stamp; for example, *Growth Factor 01/01/2006 9:45AM*). You may subsequently view this report at anytime.

Printed Report Display Options

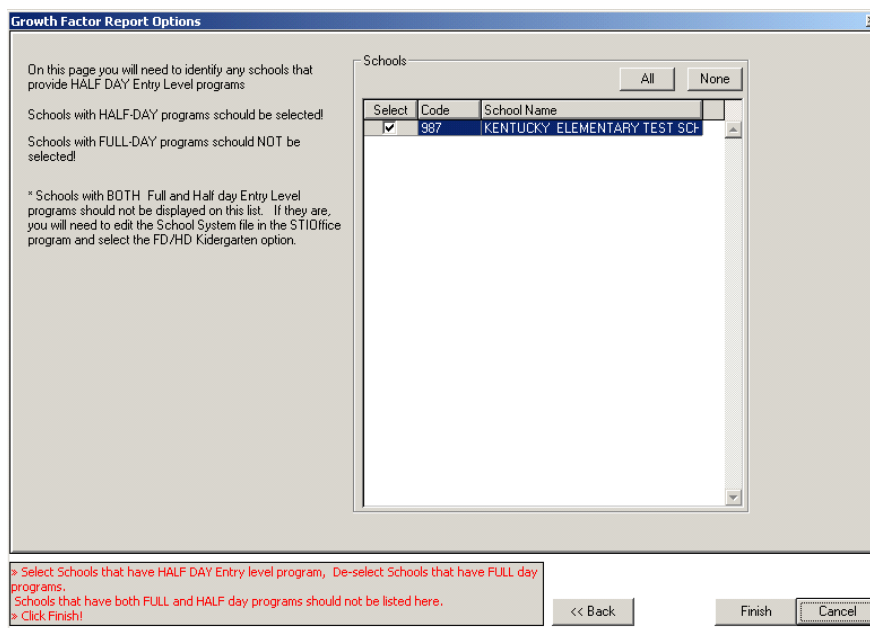
Page Break After Every Record: This option is used when reporting on multiple schools. Check this box insert a page break after each record. This will require more pages for the printout.

Report Grouping

Group by Record/School: This is the default grouping option for the report. The report will list each school (when multiple schools are included in the report) for a record type before displaying the next record type.

Group by School/Record: Check this box to display report data by school, listing all record types for each school before moving on to the next school.

Show a Table of Contents in Report: Check this box to generate a table of contents for the report display. Click on any report listed in the table of contents to go directly to that report. Click **Next** to proceed.



The dialog box is titled "Growth Factor Report Options". It contains instructions on the left and a "Schools" list on the right. The instructions state: "On this page you will need to identify any schools that provide HALF DAY Entry Level programs", "Schools with HALF-DAY programs should be selected!", "Schools with FULL-DAY programs should NOT be selected!", and a note about schools with BOTH Full and Half day Entry Level programs. The "Schools" list has columns for "Select", "Code", and "School Name". One row is visible with a checked box, code "987", and name "KENTUCKY ELEMENTARY TEST SCH". At the bottom, there are buttons for "<< Back", "Finish", and "Cancel". A red text box at the bottom left provides additional instructions: "Select Schools that have HALF DAY Entry level program, De-select Schools that have FULL day programs. Schools that have both FULL and HALF day programs should not be listed here. Click Finish!"

Select	Code	School Name
<input checked="" type="checkbox"/>	987	KENTUCKY ELEMENTARY TEST SCH

Half-Day Entry Level Programs: Select any schools at which Kindergarten students exclusively attend for only a half-day each day. Schools with **Full Day** Kindergarten should NOT be selected. By default, any school that has the

☒ **FD/HD Kindergarten** box checked in STIOffice under **Utilities| System Utilities | System File/Information System Information Tab - FD/HD Kindergarten** will appear in this list.

Click **Back** to return to the *Growth Factor Report Options* window.

Click **Finish** to generate the report.

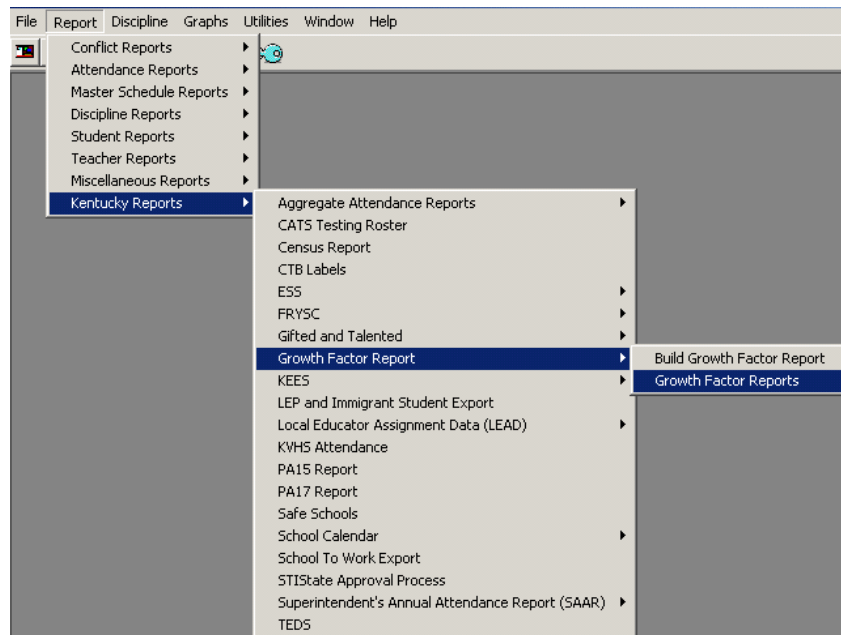
Click **Cancel** to exit the report without generating it.

After the report has closed, you will see the export successful window as shown below. This window will show the number of records exported.

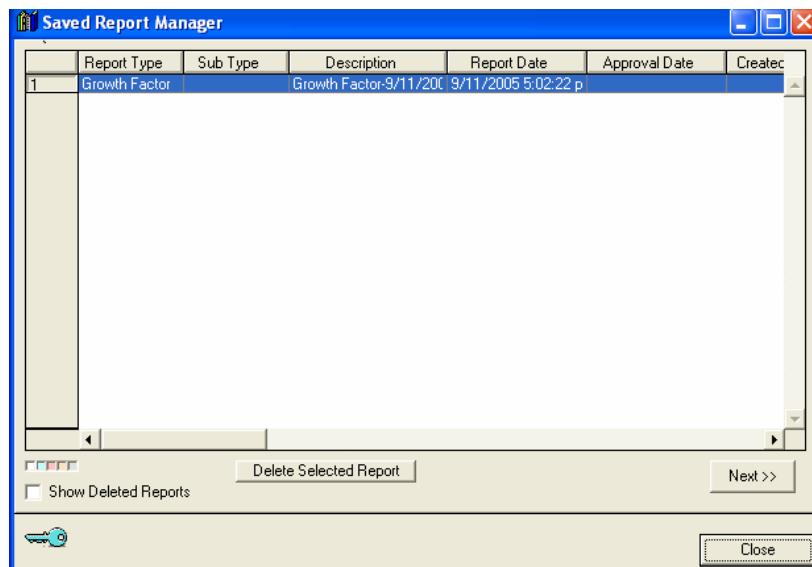


Viewing Growth Factor Reports

To view a Growth Factor report that has already been built and saved, select **Report | Kentucky Reports | Growth Factor Report | Growth Factor Reports**.



Select the report you wish to view.



Growth Factor Saved Report Manager

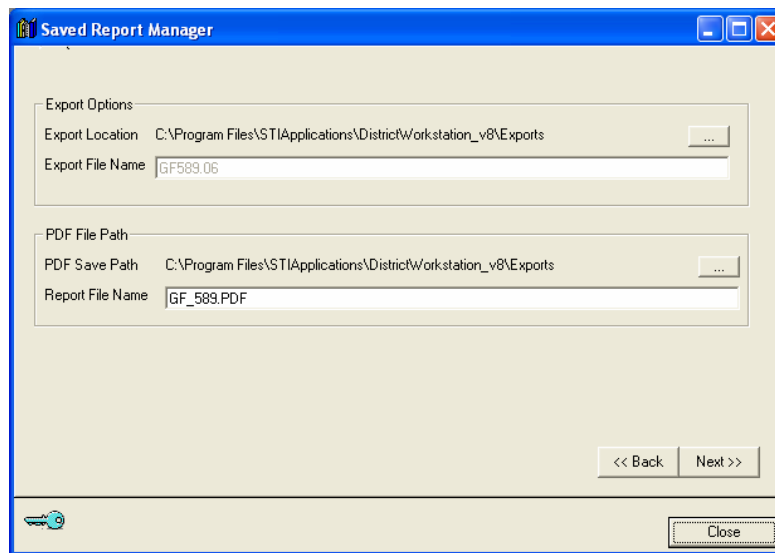
Deleting/Restoring Reports

Delete Selected Report: This will allow you to delete any selected report from the list.

Show Deleted Reports: This will allow you to view any deleted reports from the list. To remove a report from the database, you must select a deleted report in the list and then click **Delete** a second time. If a report has been deleted a single time only and remains in the list of deleted reports, you may select the report in the list and click **Recover Selected Report** to restore it.

The color legend in the lower left corner indicates the status of each report.

Export Options

The image shows a screenshot of a Windows-style dialog box titled "Saved Report Manager". It has a blue title bar with standard window controls. The main area is divided into two sections. The first section, "Export Options", contains a text field for "Export Location" with the value "C:\Program Files\STIApplications\District\Workstation_v8\Exports" and a browse button "...". Below it is a text field for "Export File Name" with the value "GF589.06". The second section, "PDF File Path", contains a text field for "PDF Save Path" with the same value "C:\Program Files\STIApplications\District\Workstation_v8\Exports" and a browse button "...". Below that is a text field for "Report File Name" with the value "GF_589.PDF". At the bottom right of the dialog are two buttons: "<< Back" and "Next >>". At the bottom left is a small key icon, and at the bottom right is a "Close" button.

Export Location: This field lists the datapath and location to which the export file will be saved. In most cases the default path would be kept; to change this path, click the **Ellipsis** button to the right and browse to the correct location.

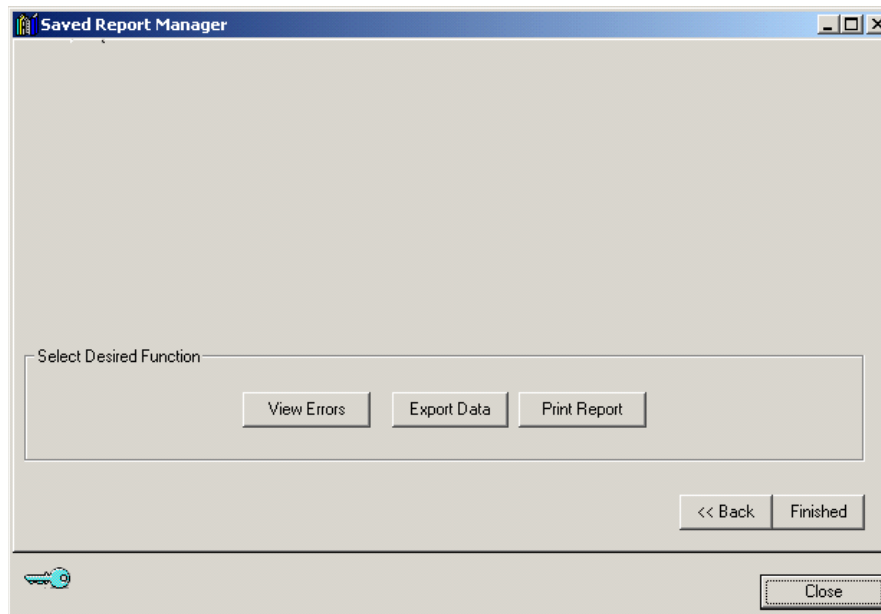
Export File Name: This is the name of the exported file.

PDF Save Path: This field lists the datapath and location to which the .PDF file of the Growth Factor Report will be saved. To change this information, click the **Ellipsis** button to the right.

Report File Name: This is the file name of the .PDF file.

Click **Next** to continue or click **Back** to return to the *Saved Report Manager* window. To exit the report, click **Cancel**.

Growth Factor Functions



View Errors: Click this button to show errors generated in the selected report.

Export Data: Click this button to create the export file.

Print Report: Click this button to print report totals to the screen.

Click **Finished** to continue or click **Back** to return to the export options.

Click **Close** to exit the report.

Growth Factor Analysis Report

After printing the *Growth Factor* report, compare it to the *PA* reports from each school. If any totals on your Growth Factor report do not match the corresponding totals on a *PA* report, the *Growth Factor Analysis* report may help determine the cause. The Growth Factor Analysis report will display the underlying data used to generate the Growth Factor report for the group of students selected.

For example, you might limit this report to show the data for all students in *Grade 4* who have a *T-Code* of *NT*. Analyzing this data may reveal data entry problems that would otherwise go unnoticed.

Report Options

After determining where totals do not match, narrow the report to show only data for students in that group.

For example, if in the GF2 Growth Factor Report the *Aggregate Attendance* total for *Grade 4 T1* students looks wrong, restrict the Growth Factor Analysis Report to report only the data for students with a grade of *4* and a *T-Code* of *T1* by selecting only those checkboxes under the *Grade* and *T-Code* sections.

Error Report

Growth Factor Data Integrity Report

* Checked/Bold items are critical Issues that may cause data to be reported incorrectly

School: 549 SECOND KENTUCKY HIGH SCHOOL

Warning - Enrollment has not run for the last day of the report ending month! Data displayed is as of 06/15/2006

Calendar error. There are less than 185 days in the school calendar. (Type: P,O,C,H,D,G,E,R)

*****This error means the end of the 2nd month has not completed and the report will show all zeros and the second error means that the calendar does not have enough days.*****

Grade: 11

Student No: 222227523 BEHR, EZRA W.

Student does not have attendance data.

Student No: 222224028 HAYES, MARSHA

Student does not have attendance data.

*****This error means the student does not have an enrollment code or date.*****

Student No: 222226742 SMITHFIELD, GINA S.

Total number of Student Dropout codes(1) does not equal the number of Drop Out Questionnaires (0)

Grade: 12

Student No: 222225678 BOTTOMS, BETTY

Total number of Student Dropout codes(1) does not equal the number of Drop Out Questionnaires (0)

****This error means the student has a Dropout Withdrawal Code and does NOT have a Drop Out Questionnaire.*****

----- End of records for SECOND KENTUCKY HIGH SCHOOL -----

Sample Report

Ethnic Count															
District: 258		Ethnic Count (GF 1/SAAR 5) 5/1/2006 Through 6/23/2006													
School	Grade	American Indian		Asian/Pacific		Black		Hispanic		White		Other		Combined	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
549		This school last aggregated on: 06/15/2006													
	09	1	0	0	0	0	0	0	1	2	9	0	0	3	10
	10	1	0	1	0	0	1	0	0	0	6	0	0	2	7
	11	1	0	0	0	0	1	0	0	2	7	0	1	3	9
	12	1	0	0	0	0	0	0	1	4	10	0	0	5	11
	EC	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:		4	0	1	0	0	2	0	2	8	32	0	1	13	37
Grand Total:		4	0	1	0	0	2	0	2	8	32	0	1	13	37

Aggregate FTE Days Attendance and Absence

District: 258

Aggregate FTE Attendance and Absence (GF 2/SAAR 7)
5/1/2006 Through 6/23/2006

School	Grade	Aggregate Days Attendance				Aggregate Days Absence				Days Taught	Stu Count
		T1	T2	T5	NT	T1	T2	T5	NT		
549		This school last aggregated on: 06/15/2006									
	09	325.768	0.000	0.000	96.076	3.229	0.000	0.000	0.922	33	13
	10	115.280	0.000	0.000	160.280	0.219	0.000	0.000	2.219	33	9
	11	369.268	0.000	33.000	0.000	4.731	0.000	0.000	0.000	33	13
	12	491.439	0.000	0.000	62.500	3.560	0.000	0.000	0.500	33	17
	EC	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	33	0
Total:		1302.755	0.000	33.000	320.856	11.739	0.000	0.000	3.641	33	52
Grand Total:		1302.755	0.000	33.000	320.856	11.739	0.000	0.000	3.641		52

Partial Day Adjustment (Days IN Attendance-FTE)

District: 258

Partial Day Adjustment (In Attendance-FTE) (GF 3/SAAR 8)
5/1/2006 Through 6/23/2006

School	Grade	Partial Day Aggregate Days Attendance				Partial Day Aggregate Days Absent				Student Count
		T1	T2	T5	NT	T1	T2	T5	NT	
549		This school last aggregated on: 06/15/2006								
	09	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0
	10	0.000	0.000	0.000	22.500	0.000	0.000	0.000	1.000	2
	11	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0
	12	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0
	EC	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0
	Total:	0.000	0.000	0.000	22.500	0.000	0.000	0.000	1.000	2
Grand Total:		0.000	0.000	0.000	22.500	0.000	0.000	0.000	1.000	2

Partial Day Adjustment (Days NOT in Attendance-FTE)

District: 258

Partial Day Adjustment (Days NOT in Attendance-FTE) (GF 3/SAAR 8)
5/1/2006 Through 6/23/2006

School	Grade	Partial Day Aggregate Days Attendance				Partial Day Aggregate Days Absent				Student Count
		T1	T2	T5	NT	T1	T2	T5	NT	
549		This school last aggregated on: 06/15/2006								
	09	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0
	10	0.000	0.000	0.000	22.500	0.000	0.000	0.000	1.000	2
	11	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0
	12	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0
	EC	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0
	Total:	0.000	0.000	0.000	22.500	0.000	0.000	0.000	1.000	2
Grand Total:		0.000	0.000	0.000	22.500	0.000	0.000	0.000	1.000	2

Non-Contract FTE Adjustment

District: 258

Non-Contract Adjustment (GF 4A/SAAR 9A)
5/1/2006 Through 6/23/2006

School	Grade	Non-Contract Aggregate FTE Attendance				Student Count
		T1	T2	T5	NT	
549		This school last aggregated on: 06/15/2006				
	09	0.000	0.000	0.000	0.000	0
	10	0.000	0.000	0.000	0.000	0
	11	0.000	0.000	0.000	0.000	0
	12	0.000	0.000	0.000	0.000	0
	EC	0.000	0.000	0.000	0.000	0
	Total:	0.000	0.000	0.000	0.000	0
	Grand Total:	0.000	0.000	0.000	0.000	0

Under/Over Age Adjustment

District: 258

Under/Over Age FTE Adjustment (GF 4C/SAAR 9C)
5/1/2006 Through 6/23/2006

School	Grade	Under/Over Age Adjustment				Student Count
		T1	T2	T5	NT	
549		This school last aggregated on: 06/15/2006				
	09	0.000	0.000	0.000	0.000	0
	10	0.000	0.000	0.000	0.000	0
	11	0.000	0.000	0.000	0.000	0
	12	0.000	0.000	0.000	0.000	0
	EC	0.000	0.000	0.000	0.000	0
	Total:	0.000	0.000	0.000	0.000	0
	Grand Total:	0.000	0.000	0.000	0.000	0

Home Hospital Aggregate FTE Days Attendance and Absence

District: 258

Home Hospital Attendance and Absence (GF H/SAAR H)
5/1/2006 Through 6/23/2006

School	Grade	Aggregate Days Attendance				Aggregate Days Absence				Days Taught	Stu Count
		T1	T2	T5	NT	T1	T2	T5	NT		
549		This school last aggregated on: 06/15/2006									
	09	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	33	0
	10	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	33	0
	11	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	33	0
	12	0.000	0.000	0.000	29.500	0.000	0.000	0.000	0.500	33	1
	EC	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	33	0
Total:		0.000	0.000	0.000	29.500	0.000	0.000	0.000	0.500	33	1
Grand Total:		0.000	0.000	0.000	29.500	0.000	0.000	0.000	0.500		1

Record E - State Enrollment / Withdrawal

Date Run: 6/20/2006 9:10:02 AM

District: 258

Record E - State Enrollment/Withdrawal
5/1/2006 Through 6/23/2006

School:

Grade Level:

SNUM	Student Name	SSID	Code	Date	Grade	Date of Birth	Gender	Ethnicity
------	--------------	------	------	------	-------	---------------	--------	-----------

Under/Over Age Students with Waivers

Date Run: 6/20/2006 9:10:02 AM

District: 258

Under/Over Age Students with Waivers
5/1/2006 Through 6/23/2006

School:

SNUM	Student Name	Grade	Date of Birth	Opti Age	BOY Age	Enrolled	Approx. Attend	Approx. Absence
------	--------------	-------	---------------	----------	---------	----------	----------------	-----------------

*Attendance approximations do not factor in attendance codes that were ignored when the report was run (i.e. field trips etc.)

Average Daily Attendance

Date Run: 6/20/2006 9:10:03

District: 258

* Grade EL has been adjusted by multiplying a equal values by .5

ADA Adjustment Calculation Method:
Record 2 - (Record 3 + Record 4A + Record 4C)

School	Grade	Adjusted Aggregate FTE Days Attendance	Average Daily Attendance (ADA)
549		This school last aggregated on: 06/15/2006	
	09	424.844	12.874
	10	253.060	7.668
	11	402.268	12.190
	12	553.939	16.786
	EC	0.000	0.000
Total:		1634.111	49.519
District Total:		1634.111	49.519

* District Estimated ADA: 49.519

ESS Report

The Extended School Services Report (ESS) is an export of data that reports totals and other info about each student's ESS data. There are three options under the ESS Menu:

NOTE: This report will be updated in the August release of STIDistrict Workstation.

ESS Summer Export

Districts have two options for exporting the ESS summer school data:

OPTION 1

1. Enter all student summer school data in the 2005-2006 STIOffice Version 8.0 database.
2. Run the summer school export from STIDistrict Version 8.0.302 before rollover and software updates.
3. Submit the ESS summer export and receive verification from KDE.
4. All user record data entered will be erased at rollover.

OPTION 2

1. Rollover and perform updates to STI software products.
2. Enter all student summer school data in 2006-2007 STIOffice Version 9.0 database.
 - a. For students remaining in your school, there will be no issues.
 - b. For students going to a new school in your district, student data will need to be entered into the new school's database.
 - c. Grade 12 students that will not graduate until after a summer school session will need to be retained at rollover and the ESS user record completed before making the student Inactive Grade 13.

NOTE 1: Those students completing graduation requirements must be set inactive in STIEnrollment and the grade level changed to 13 on the demographic screen.

NOTE 2: District NET must include grade 13 in the export grade level settings. Inactive students must be uploaded to district until all ESS summer school user records are complete and verified.

- d. Students receiving services and then leaving the district before the beginning of the school year will not be reported to KDE.
3. Run the summer school export from STIDistrict 9.0.
4. Submit the ESS summer export and receive verification from KDE.
5. Due by September 15th.

NOTE: ESS data does not rollover.

Entering ESS Data in STIOffice

IMPORTANT: 2006 – 2007 ESS data is entered differently than in the past. This year ALL learning goals are included on the SAME record, instead on one learning goal per record. There should be one record for any ESS occurring during the regular school year, and one record or any ESS occurring during summer school.

ESS Learning Goals – check the learning goal(s) to be reported:

- Reading
- Writing
- Mathematics
- Social Studies
- Science
- Arts And Humanities
- Vocational Studies
- Practical Living

Service Models Used – check those that apply:

- Before School
- After School
- Saturday
- Intersession
- Daytime Waiver

Assessment Measures Used – check those that apply:

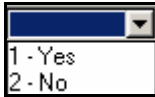
- Standardized Formal
- Teacher Made Informa
- Analysis of Stu Work
- Student Grades

ESS Provider – check who provided the ESS service to this student:

- ESS Teacher
- Instructional Assistant
- Peer Tutor
- Regular Teacher

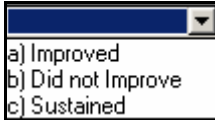
Total Hours Served – enter the total number of cumulative ESS hours this student completed, rounded to the nearest half-hour, for the goal(s) checked in this record.

Summer School – choose from the drop-list:

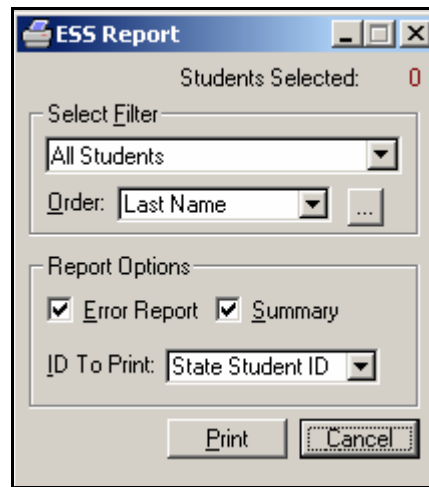


ESS Transported – check this box if the student was transported to/from ESS services.

Results Of Service – choose from the drop-list. This should reflect the results for all learning goals selected overall.



NOTE: Users may run an error report under Utilities | Kentucky | ESS Reports similar to the error checking report from STIDistrict.



ESS Export Builder

This option is used to build the actual ESS Export file to be submitted to KDE. Each file created here is given a unique name, based on date and time created. This will allow for the saving of an export even when a second file is built.

ESS Reports

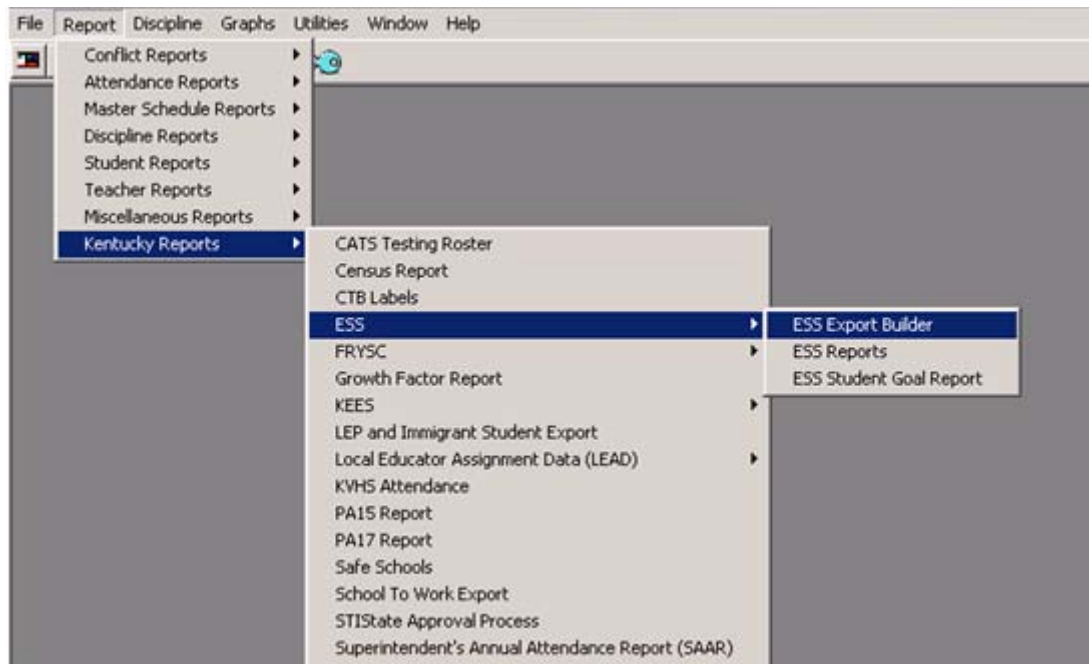
After the export has been created, reports can be ran and printed using the data exported. This feature includes a new **Export File Manager** to mark files as *Sent* to the state, *Approved* by the district, etc...

ESS Student Goal Report

This report shows each student's individual ESS data. This is a helpful report for districts to pass back out to the schools to verify the data is correct prior to sending to KDE.

Performing ESS Export

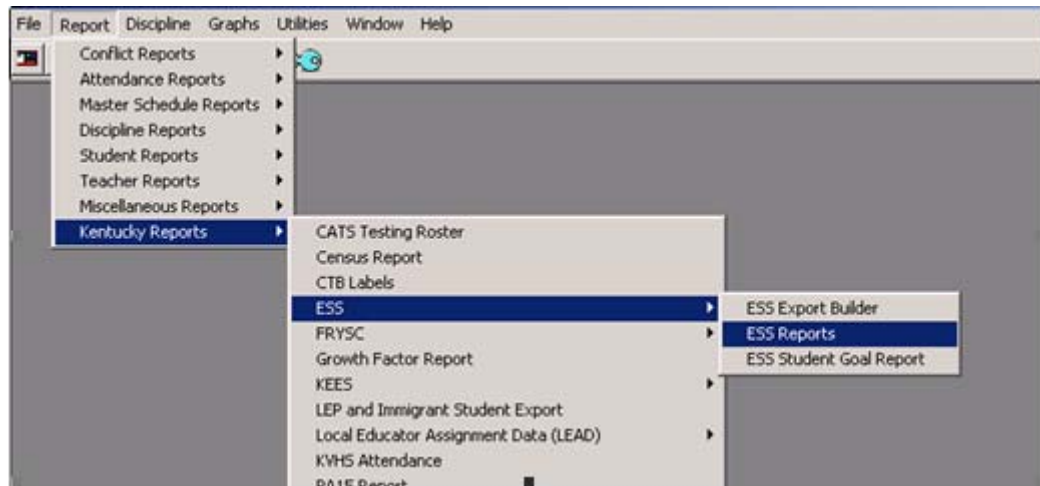
Open the STIDistrict Workstation and select **Report | Kentucky Reports | ESS | ESS Export Builder**.



- Select schools to be included in the export.
- Select the *ESS options* desired.
 - **ESS Description:** This is the file created , specifying the date and time it is was created.
 - **Report Period:** Select Summer this report must be sent to KDE.
 - **Order By:** Use this to control the sort order of the data exported.
 - **Save Error Report:** The error report can be saved to a file for later use by selecting this option.
- Click on the *Student Options* tab and select desired options.
- **Select Grades:** Select grades to be included in the export.
- **Date Filter:** Select this option to change the date range for records to be included in the export.
- Click the **Process** button to begin the export.
- Correct errors in data at the schools, upload again, run Export Builder again.

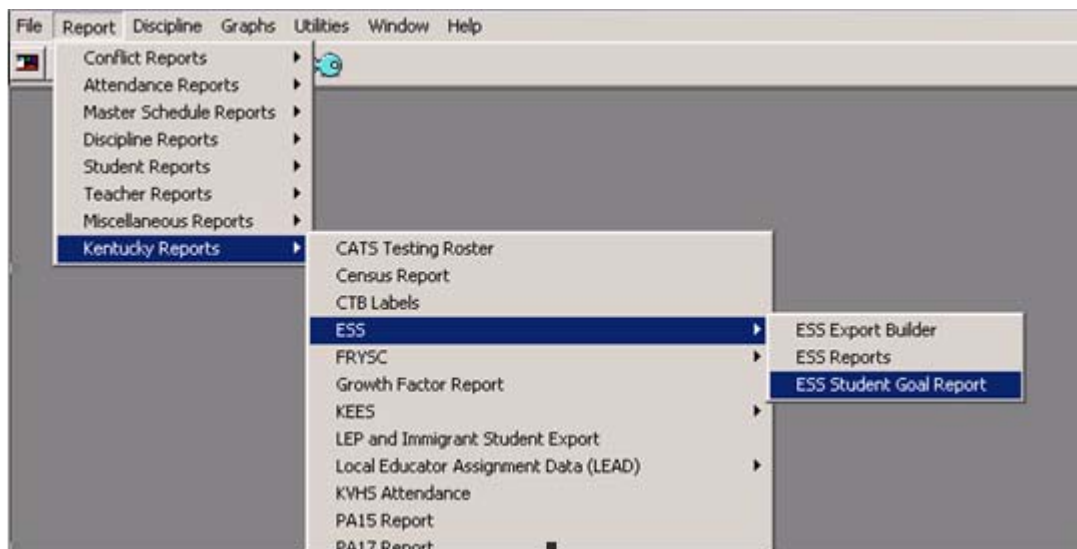
Performing ESS Reports

- In STIDistrict Workstation, select **Report | Kentucky Reports | ESS | ESS Reports**.



- Select the report you wish to run.
- **Delete Selected Report:** This will allow you to delete any select report from the list.
- **Show Deleted Reports:** This will allow you to view any deleted report from the list. To completely remove a report, select it and click **Delete**. To recover a report, select it and click **Recover**.
- The color legend shows the status of each report (ex. If the report as errors, report has been submitted to state...)
- Click **Process** to run the export
- Create an export file.

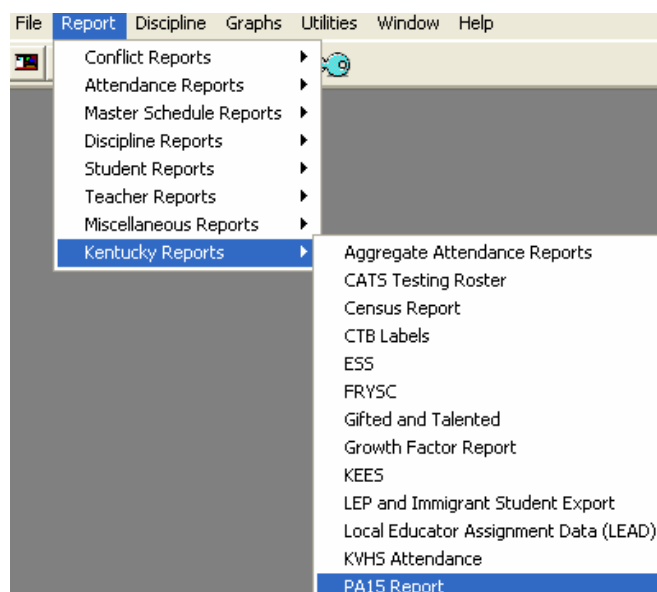
Running ESS Student Goal Report



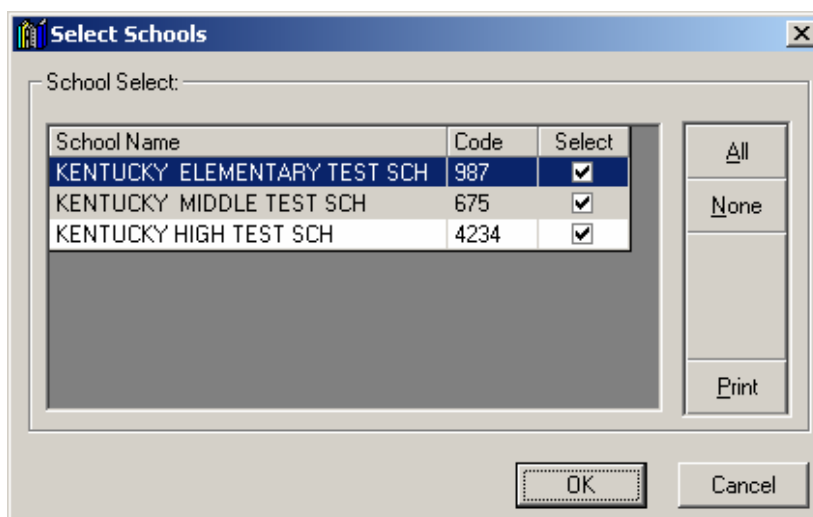
- Distribute reports to school if desired to verify accuracy of data.
- **Select Students:** Select the student(s) you want to run the report for by checking the student(s) name.
- **List Students with ESS records:** This will select the students that only have ESS records.
- **List ALL Students:** This will show all students in the district.
- Click on the *Options* tab
- **Grade Level:** Select the grade level(s) you want to run the report for by checking the grade(s).
- **Date Filter:** This will select a date range to that will show students with ESS reports for a specified date range.
- **Order By:** This will allow you to sort the information by different categories.
- **Page Break by Student:** This option will do a page break after each student.
- **Save Reports:** Check this checkbox to save the report.
- **File Location:** The default directory path where the report will be saved is the *C:\ProgramFiles\STIApplications\DistrictWorkstation_v9\Exports* folder. The filename and path may be changed if desired.

PA-15 Report

This report shows enrollment, re-enrollment, withdrawals, and attendance totals for any single attendance month. To generate this report, go to **Report | Kentucky Reports | PA-15**.

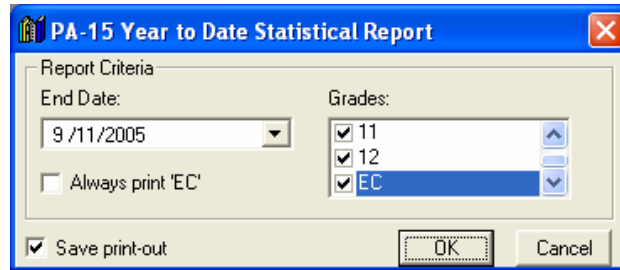


Report Options



School List

Include the data from one or more schools when producing the *PA-15* report.



The image shows a Windows-style dialog box titled "PA-15 Year to Date Statistical Report". It contains the following elements:

- Report Criteria** section:
 - End Date:** A dropdown menu showing "9 /11/2005".
 - Grades:** A list box with three items: "11", "12", and "EC". Each item has a checked checkbox to its left. The "EC" item is currently selected.
 - ☐ **Always print 'EC'**
- At the bottom: ☒ **Save print-out**, an **OK** button, and a **Cancel** button.

End Date

Select the ending date for the report.

Always Print "EC"

Check this box only if you wish to include *EC* students on your report.

Save Printout

Check this option to save the report as a *.PDF* file. The file will be named *PA15.pdf* and will be saved in the *C:\ProgramFiles\STIAplications\DistrictWorkstation_v9\Exports* directory. You can select a different directory.

PA-15 Year to Date Statistical Report

Date Run: 6/19/2006 9:07:45

From: 5/1/2006 Thru: 6/19/2006

Page: 1

549 SECOND KENTUCKY HIGH SCHOOL

Last Accreditation: 6/15/2006 5:45:47 PM

Grade	10	11	12	9	Total
Entries					
E01	9	13	17	13	52
E02	0	0	0	0	0
E03	0	0	0	0	0
Total E's	9	13	17	13	52

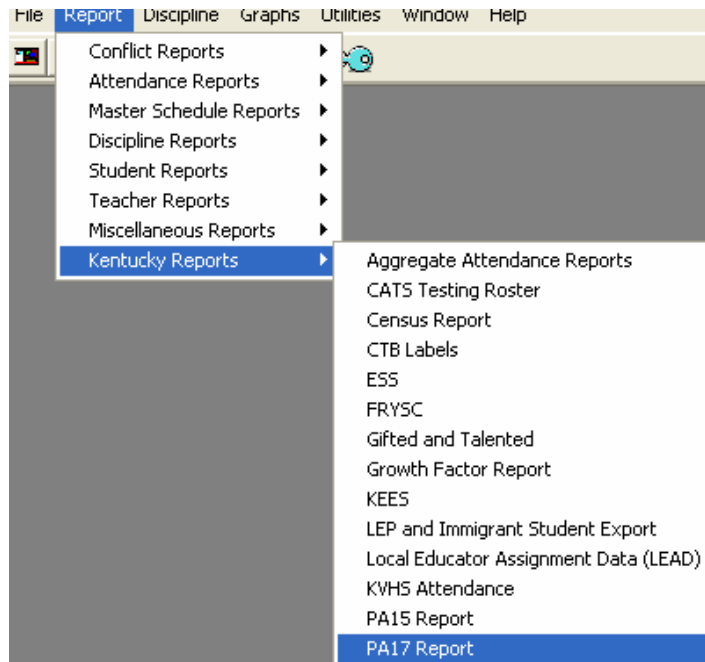
Re-Entries					
R01	0	0	0	0	0
R02	0	0	0	0	0
R06	0	1	0	0	1
R20	0	0	0	0	0
R21	0	0	0	0	0
Total R's	0	1	0	0	1

Withdrawals					
W01	0	0	0	0	0
W02	0	0	0	0	0
W07	0	0	0	0	0
W08	0	0	0	0	0
W09	0	0	0	0	0
W12	0	0	0	0	0
W17	0	0	0	0	0
W20	0	0	0	0	0
W21	0	0	0	0	0
W22	0	0	0	0	0
W23	0	1	0	0	1
W24	0	0	1	0	1
W25	0	1	0	0	1
W26	0	0	0	0	0
W27	0	0	0	0	0
Total W's	0	2	1	0	3
Total Members	9	12	18	13	52

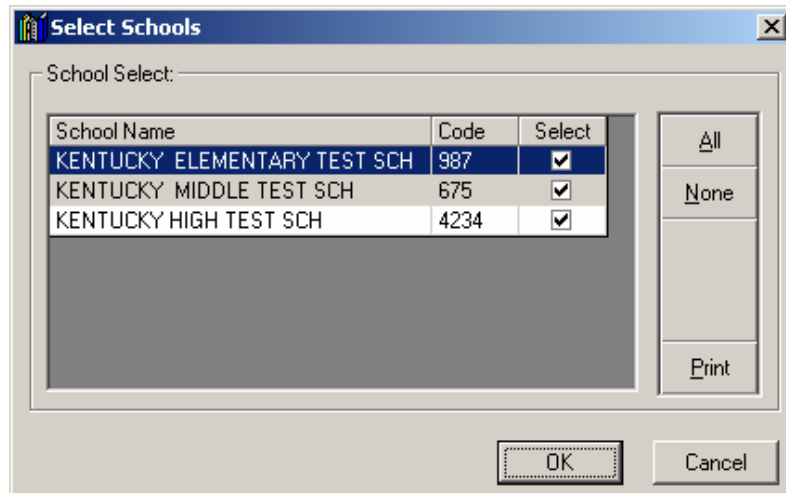
Pending State Enrollment					
E97	0	0	0	0	0
E98	0	0	0	0	0
E99	0	0	0	0	0
W97	0	0	0	0	0

PA-17 Report

This report shows enrollment and attendance totals for any single attendance month. The date range for the attendance months are defined in each school's *State Attendance System File*. The report may also be used to report each student's individual membership and attendance statistics. To generate this report, go to **Report | Kentucky Reports | PA-17**.



Report Options



School List

Include the data from one or more schools when producing the report.

PA-17 - STIDistrict

Report Options | Attendance Codes

Report Criteria

Calendar Month: 01

☐ Always print 'EC'

Grades:

☒ P2

☒ 05

☒ 10

Display Options

Order By:

☒ School Name

☐ School Number

Report Type

☒ Principal's Monthly Report

☐ Student Attendance Summary

☐ YTD Summary

☒ Save print-out

OK Cancel

Calendar Month

Select the month to use for the report. The date range for each month is based on the *Attendance Month Start* and *End* dates in the school's *State Attendance System File*.

Grades

Select the grade levels to be included in the report.

Always Print "EC"

Check this box labeled only if you wish to include *EC* students on the report.

Order By

This option is necessary **only** when running the *Student Attendance Summary*. By default, the sort order is based on all fields shown, and the priority of the sort is determined by the field listed at the top of the window. To remove a field from the sort, click on the box to the left of that field. You may also move any field up or down the sort priority by highlighting that field and using the *up* and *down* arrows to the right.

Report Type

Choose to run either the *Principal's Monthly Report* or the *Student Attendance Summary*. The *Principal's Monthly Report* shows membership and attendance totals by grade, by school. The *Student Attendance Summary* shows membership and attendance totals for each student.

YTD Summary

This option is only available when running the *Principal's Monthly Report*. When this item is selected, the totals in the report reflect the period of time from the first day of school until the last day of the reporting month selected. When not selected, the totals are listed for only the month selected.

Student Attendance Summary

This allows you to print out a summary of student attendance and attendance group membership information.

Save Printout

Check this option to save the report as a *.PDF* file. The file will be named *PA17.pdf* and will be saved in the *C:\ProgramFiles\STIAplications\DistrictWorkstation_v9\Exports* directory.

Principal's Monthly Attendance Report to Superintendent

Date Run: 6/20/2006

District: 258 908

Page: 1

549 SECOND KENTUCKY HIGH SCHOOL

Month: 01 5/1/2006 Thru 5/26/2006

Days Taught: 19

Last Aggregation: 6/15/2006 5:45:47 PM

Days Dismissed: 1

Total: 20

GRADE	09	10	11	12
1. Original Entries				
(A) At Close of Last Month	0.00	0.00	0.00	0.00
(B) This Month	13.00	9.00	13.00	17.00
(C) Total to Date	13.00	9.00	13.00	17.00
2. Re-Entries (R's)				
(A) At Close of Last Month	0.00	0.00	0.00	0.00
(B) This Month	0.00	0.00	0.00	0.00
(C) Total to Date	0.00	0.00	0.00	0.00
3. Withdrawals (W's)				
(A) At Close of Last Month	0.00	0.00	0.00	0.00
(B) This Month	0.00	0.00	1.00	0.00
(C) Total to Date	0.00	0.00	1.00	0.00
4. Membership End of Month				
(1C+2C-3C)	13.00	9.00	12.00	17.00
5. Aggregate Days Attendance				
(A) Transported Pupils (T1)	189.310	66.500	214.000	288.000
(B) Transported Pupils (T2)	0.000	0.000	0.000	0.000
(C) Transported Pupils (T5)	0.000	0.000	19.000	0.000
(D) Non-Transported Pupils (NT)	56.540	92.500	0.000	35.000
(E) Total	245.850	159.000	233.000	323.000
6. Aggregate Days Absence				
(A) Transported Pupils (T1)	0.690	0.000	0.000	0.000
(B) Transported Pupils (T2)	0.000	0.000	0.000	0.000
(C) Transported Pupils (T5)	0.000	0.000	0.000	0.000
(D) Non-Transported Pupils (NT)	0.460	1.000	0.000	0.000
(E) Total	1.150	1.000	0.000	0.000
7. Aggregate Days Membership				
(A) Transported Pupils (T1)	190.000	66.500	214.000	288.000
(B) Transported Pupils (T2)	0.000	0.000	0.000	0.000
(C) Transported Pupils (T5)	0.000	0.000	19.000	0.000
(D) Non-Transported Pupils (NT)	57.000	93.500	0.000	35.000
(E) Total	247.000	160.000	233.000	323.000
8. Non-Adjusted ADA				
(A) Transported Pupils (T1)	9.960	3.500	11.260	15.160
(B) Transported Pupils (T2)	0.000	0.000	0.000	0.000
(C) Transported Pupils (T5)	0.000	0.000	1.000	0.000
(D) Non-Transported Pupils (NT)	2.980	4.870	0.000	1.840
(E) Total	12.940	8.370	12.260	17.000
8. Percentage ADA				
(A) Transported Pupils (T1)	99.64%	100.00%	100.00%	100.00%
(B) Transported Pupils (T2)	0.00%	0.00%	0.00%	0.00%
(C) Transported Pupils (T5)	0.00%	0.00%	100.00%	0.00%
(D) Non-Transported Pupils (NT)	99.19%	98.93%	0.00%	100.00%
(E) Total	99.53%	99.38%	100.00%	100.00%

Principal's Monthly Attendance Report to Superintendent

Date Run: 6/20/2006

District: 258 90B

Page: 2

549 SECOND KENTUCKY HIGH SCHOOL

Month: 01 5/1/2006 Thru 5/26/2006

Days Taught: 19

Last Aggregation: 6/15/2006 5:45:47 PM

Days Dismissed: 1

Total: 20

GRADE	Total
1. Original Entries	
(A) At Close of Last Month	0.00
(B) This Month	52.00
(C) Total to Date	52.00
2. Re-Entries (R's)	
(A) At Close of Last Month	0.00
(B) This Month	0.00
(C) Total to Date	0.00
3. Withdrawals (W's)	
(A) At Close of Last Month	0.00
(B) This Month	1.00
(C) Total to Date	1.00
4. Membership End of Month	
(1C+2C-3C)	51.00
5. Aggregate Days Attendance	
(A) Transported Pupils (T1)	757.810
(B) Transported Pupils (T2)	0.000
(C) Transported Pupils (T5)	19.000
(D) Non-Transported Pupils (NT)	184.040
(E) Total	960.850
6. Aggregate Days Absence	
(A) Transported Pupils (T1)	0.690
(B) Transported Pupils (T2)	0.000
(C) Transported Pupils (T5)	0.000
(D) Non-Transported Pupils (NT)	1.460
(E) Total	2.150
7. Aggregate Days Membership	
(A) Transported Pupils (T1)	758.500
(B) Transported Pupils (T2)	0.000
(C) Transported Pupils (T5)	19.000
(D) Non-Transported Pupils (NT)	185.500
(E) Total	963.000
8. Non-Adjusted ADA	
(A) Transported Pupils (T1)	39.880
(B) Transported Pupils (T2)	0.000
(C) Transported Pupils (T5)	1.000
(D) Non-Transported Pupils (NT)	9.690
(E) Total	50.570
8. Percentage ADA	
(A) Transported Pupils (T1)	99.91%
(B) Transported Pupils (T2)	0.00%
(C) Transported Pupils (T5)	100.00%
(D) Non-Transported Pupils (NT)	99.21%
(E) Total	99.78%

Principal's Monthly Attendance Report to Superintendent

District: 258 908

Date Run: 6/20/2006

Page: 3

District Totals

1. Original Entries	
(A) At Close of Last Month	0.00
(B) This Month	52.00
(C) Total to Date	52.00
2. Re-Entries (R's)	
(A) At Close of Last Month	0.00
(B) This Month	0.00
(C) Total to Date	0.00
3. Withdrawals (W's)	
(A) At Close of Last Month	0.00
(B) This Month	1.00
(C) Total to Date	1.00
4. Membership End of Month	
(1 C+2 C-3 C)	51.00
5. Aggregate Days Attendance	
(A) Transported Pupils (T1)	757.810
(B) Transported Pupils (T2)	0.000
(C) Transported Pupils (T5)	19.000
(D) Non-Transported Pupils (NT)	184.040
(E) Total	960.850
6. Aggregate Days Absence	
(A) Transported Pupils (T1)	0.690
(B) Transported Pupils (T2)	0.000
(C) Transported Pupils (T5)	0.000
(D) Non-Transported Pupils (NT)	1.460
(E) Total	2.150
7. Aggregate Days Membership	
(A) Transported Pupils (T1)	758.500
(B) Transported Pupils (T2)	0.000
(C) Transported Pupils (T5)	19.000
(D) Non-Transported Pupils (NT)	185.500
(E) Total	963.000
8. Non-Adjusted ADA	
(A) Transported Pupils (T1)	39.880
(B) Transported Pupils (T2)	0.000
(C) Transported Pupils (T5)	1.000
(D) Non-Transported Pupils (NT)	9.690
(E) Total	50.570
8. Percentage ADA	
(A) Transported Pupils (T1)	99.91 %
(B) Transported Pupils (T2)	0.00 %
(C) Transported Pupils (T5)	100.00 %
(D) Non-Transported Pupils (NT)	99.21 %
(E) Total	99.78 %

Comparing STIOffice Report totals to STIDistrict PA-17 Report

The totals on the STIOffice Principal's Report should match exactly with the totals on the STIDistrict PA-17 Report for the corresponding month. If those dates do not match, try the following:

Verify that the same Attendance Codes are selected when running reports.

Do the codes selected for use when creating the school report match the codes used when running the district report?

Verify that the district has complete data for the school.

Upload All data from any school where the reports do not match.

Run the Enrollment Builder.

The "Enrollment Table" in the STIDistrict database is used by the PA-17 report to calculate ADA and ADM values. If the data in this table is not correct, then the report will not be correct either.

Check the QBE Filter in STIOffice.

Does ALL STUDENTS filter really include all students? If not, then correct the QBE Filter and then rebuild PA2 and PA3 reports, then rebuild the Principal's Report.

Re-generate PA Reports at the school, compare again.

If historical student data (absences, t-code changes, entries, withdrawals) has changed at the school for a month that has already completed, then the school reports may need to be re-run to get the current correct totals. If this is the case, then:

- Rename the *act.tps*, *acu.tps*, *ace.tps* and *acp.tps* files in the STIOffice data directory for the school.
- Regenerate the PA-2 and PA-3 reports for all months.

- Regenerate the Principal's Report for all months.
- Compare again with the district report.

Check for Calendar / State Attendance System File Differences

Verify that the definition of the month in the State Attendance System File (Utilities, Attendance, State System File) are consistent with the calendar dates within the range of dates for that month. Verify that:

The beginning and ending dates are attendance days;

The number of attendance days within the month are correct per the number of attendance days in the calendar within the date range specified;

The number of non-attendance days within the month is correct per the number of attendance days in the calendar within the date range specified.

Changes made in the attendance calendar but not made in the State Attendance System File at the school can cause these types of problems.

Compare the STIOffice PA-3 to the District PA-17 Student Attendance Summary

These two reports will break down attendance and membership by student and by t-code for the month selected. This will provide a method to narrow down the differences between the two reports to specific students. When a student is discovered to have differences between the school and district reports, correct any obvious data entry conflicts at the school. It will then be necessary to re-generate the PA-2 and PA-3 Reports (as described on page 2 of this document) and then re-run the Principal's Report. After doing this, "Upload All" data from the school to the district and re-run report the PA-17 report in STIDistrict.

Balancing the STIOffice Principal's Report to the District PA 17

STIOffice Principal's Report (Grand Totals)	STIDistrict PA 17 (Totals)
Entries (E's)	1. Original Entries
A) Last Month	A) At close of Last Month
B) Current	B) This Month
C) Y-T-D	C) Total to Date
Re-entries (R's)	2. Re-entries (R's)
A) Last Month	A) At close of Last Month
B) Current	B) This Month
C) Y-T-D	C) Total to Day
Withdrawals (W's)	3. Withdrawals (W's)
A) Last Month	A) At close of Last Month
B) Current	B) This Month
C) Y-T-D	C) Total to Day

An example of STIOffice PA Report follows.

Second Kentucky High School				Principal's Monthly Report to the Superintendent				Date Run: 6/14/06 10:26AM					
PA-17				Pupil Attendance				Page: 1					
				Month: 1 From 05/01/06 to 05/26/06									
				Days Taught: 19 Days Dismissed: 1 Total Days: 20									
School	Grade	Entries (E's) A)Last month's B)Current C)Y-T-D	Re-entries (R's) A)Last month's B)Current C)Y-T-D	Withdrawals (W's) A)Last month's B)Current C)Y-T-D	Total Membership (1C+2C-3C)	Agg Attend		Agg Absence		Agg Mbrship		ADA	
						T1	T2	T1	T2	T1	T2	T1	T2
549	9	0	0	0	0	181.618	8.382	190.000	9.56				
		13	0	0	0	0.000	0.000	0.000	0.00				
		13	0	0	0	55.847	1.153	57.000	2.94				
						237.465	9.535	247.000	12.50				
549	10	0	0	0	0	66.366	0.134	66.500	3.49				
		9	0	0	0	0.000	0.000	0.000	0.00				
		9	0	0	0	89.806	14.694	104.500	4.73				
						156.172	14.828	171.000	8.22				
549	11	0	0	0	0	233.494	13.506	247.000	12.29				
		13	0	0	0	0.000	0.000	0.000	0.00				
		13	0	0	0	0.000	0.000	0.000	0.00				
						233.494	13.506	247.000	12.29				
549	12	0	0	0	0	294.296	9.704	304.000	15.49				
		17	0	0	0	0.000	0.000	0.000	0.00				
		17	0	0	0	19.000	0.000	19.000	1.00				
						313.296	9.704	323.000	16.49				
549	Total	0	0	0	0	775.774	31.726	807.500	40.83				
		52	0	0	0	0.000	0.000	0.000	0.00				
		52	0	0	0	164.653	15.847	180.500	8.67				
	(4-12)					940.427	47.573	988.000	49.50				

Second Kentucky High School

Principal's Monthly Report to the Superintendent

Date Run: 6/14/06 10:26AM

PA-17

Pupil Attendance

Page: 2

Month: 1 From 05/01/06 to 05/26/06
Days Taught: 19 Days Dismissed: 1 Total Days: 20

School	Grade	Entries (E's) A)Last month's B)Current C)Y-T-D	Re-entries (R's) A)Last month's B)Current C)Y-T-D	Withdrawals (W's) A)Last month's B)Current C)Y-T-D	Total Membership (1C+2C-3C)	Agg Attend T1 T2 NT Total	Agg Absence T1 T2 NT Total	Agg Mbrship T1 T2 NT Total	ADA T1 T2 NT Total
549		0	0	0	0	775.774	31.726	807.500	40.83
	Total	52	0	0	0	0.000	0.000	0.000	0.00
	(1-12)	52	0	0	0	164.653	15.847	180.500	8.67
						940.427	47.573	988.000	49.50
549		0	0	0	0	0.000	0.000	0.000	0.00
	Total	0	0	0	0	0.000	0.000	0.000	0.00
	Ex. Children	0	0	0	0	0.000	0.000	0.000	0.00
						0.000	0.000	0.000	0.00
549		0	0	0	0	775.774	31.726	807.500	40.83
	Total 1-12	52	0	0	0	0.000	0.000	0.000	0.00
	Ex. Children	52	0	0	0	164.653	15.847	180.500	8.67
						940.427	47.573	988.000	49.50

I certify that the data on this report is true and correct to the best of my knowledge.

Signature _____ Date ____/____/____

Second Kentucky High School

Principal's Monthly Report to the Superintendent

Date Run: 6/14/06 10:26AM

PA-17

Pupil Attendance

Month: 1 From 05/01/06 to 05/26/06

Days Taught: 19 Days Dismissed: 1 Total Days: 20

<u>Month</u>	<u>Days Taught</u>	<u>T1</u>	<u>T2</u>	<u>NT</u>	<u>Attendance</u>	<u>Membership</u>
1	19	775.774	0.000	164.653	940.427	988.000
<u>Kindergarten</u>						
<u>Month</u>	<u>Days Taught</u>	<u>T1</u>	<u>T2</u>	<u>NT</u>	<u>Attendance</u>	<u>Membership</u>
1	19	0.000	0.000	0.000	0.000	0.000
<u>Total Partial Day</u>						
		<u>T1</u>	<u>T2</u>	<u>NT</u>	<u>Attendance</u>	
		0.000	0.000	18.000	18.000	
<u>Adjusted Partial Day</u>						
		<u>T1</u>	<u>T2</u>	<u>NT</u>	<u>Attendance</u>	
		0.000	0.000	9.000	9.000	

TEDS (Technical Education Database Systems)

STIOFFICE TEDS Data Form (Technical Education Database System – Required for 06-07)

NOTE: Data records from 2005-2006 that did not have a termination status at the time of rollover will now have 2006-2007 as the school year.

The screenshot shows the 'User Records' window with a table of records. The 'Update Records...' dialog box is open, allowing for data entry or modification. The dialog box contains the following fields and options:

- School Year: 2006-2007
- CIP Code: Agriculture - AG Business [01.0101]
- Program Enroll Date: [Date Picker]
- Education Level: [Drop-down]
- Daily Attend Hrs: [Drop-down]
- Special Populations: [Drop-down]
- Student Objective: [Drop-down]
- Termination Status: [Drop-down]
- Date: [Date Picker]
- ONET Code Earned: [Drop-down]
- ONET Date: [Date Picker]
- KOSSA Testing: ☐
- Federal ID Reporting: ☐
- Work Based Learn: [Drop-down]
- Tech Prep: ☐
- Credential Earned: [Drop-down]
- Industry Certificate: [Drop-down]
- ATC/CTC: [Drop-down]

Buttons: Apply, Cancel

School Year – select the school year from the drop-list (defaults to 2006-2007).

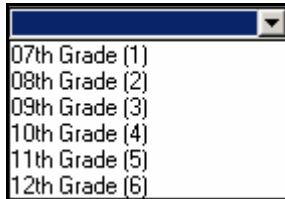
CIP Code – select the appropriate career major from the drop-list:

The screenshot shows the CIP Code drop-down list with the following options:

- Agriculture - AG Business [01.0101]
- Agriculture - AG Business [01.0101]
- Agriculture - AG Mechanics/Eng [01.0201]
- Agriculture - AG Production [01.0301]
- Agriculture - Exploratory AG [01.9990]
- Agriculture - Forestry/Res MGMT[03.0101]
- Agriculture - Horticulture [01.0601]
- Agriculture - Agriscience [01.0000]
- Business - Accounting Services [52.0301]
- Business - Acct and Fin Tech [52.0399]
- Business - Adm Support Serv [52.0401]

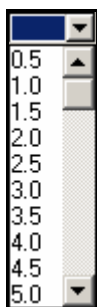
Program Enroll Date – enter the date the student enrolled in the program.

Education Level – choose from the drop-list (allows grade selection of 7th grade to 12th grade):



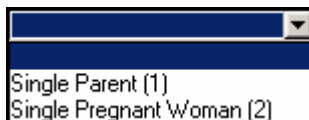
07th Grade (1)
08th Grade (2)
09th Grade (3)
10th Grade (4)
11th Grade (5)
12th Grade (6)

Daily Attend Hrs – select the number of hours the student attends from the drop-list (allows selection of 0.5 to 7.0 hours):



0.5
1.0
1.5
2.0
2.5
3.0
3.5
4.0
4.5
5.0

Special Populations – select as applies:



Single Parent (1)
Single Pregnant Woman (2)

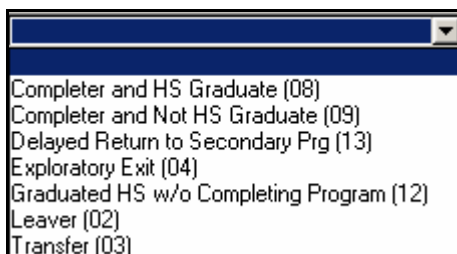
Student Objective – select from the drop-list:



Exploring (2)
Preparatory (3)

NOTE: All students enrolled in “exploratory programs” must have Exploring (2) selected as the Student Objective. “Exploratory Programs” are those indicated in the CIP Code drop-list as “exploratory”, “exp”, or “Pathway to Careers”.

Termination Status – select from the drop-list:

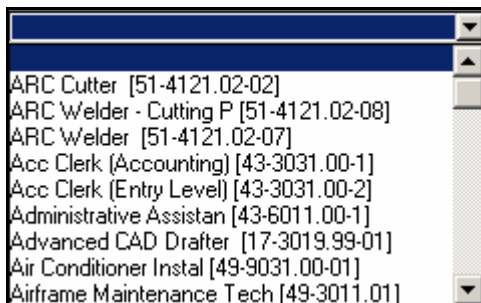


Completer and HS Graduate (08)
Completer and Not HS Graduate (09)
Delayed Return to Secondary Prg (13)
Exploratory Exit (04)
Graduated HS w/o Completing Program (12)
Leaver (02)
Transfer (03)

NOTE: Termination Status should be left blank for students who may return next year. All students with Exploring as the Student Objective must have Exploratory Exit (04) as the Termination Status.

Date – enter the date of termination.

ONET Code Earned – select from the drop-list:



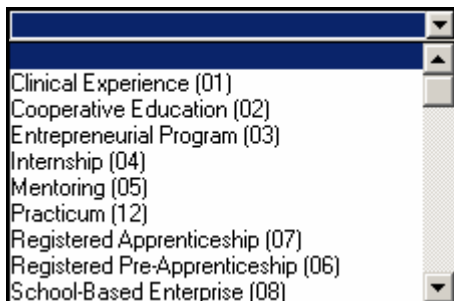
A drop-down menu with a blue header bar. The list contains the following items: ARC Cutter [51-4121.02-02], ARC Welder - Cutting P [51-4121.02-08], ARC Welder [51-4121.02-07], Acc Clerk (Accounting) [43-3031.00-1], Acc Clerk (Entry Level) [43-3031.00-2], Administrative Assistant [43-6011.00-1], Advanced CAD Drafter [17-3019.99-01], Air Conditioner Instal [49-9031.00-01], and Airframe Maintenance Tech [49-3011.01].

ONET Date – enter the date of ONET certification.

KOSSA Testing – check if applies.

Federal ID Reporting – check if applies.

Work Based Learn – select the type of work based learning experience from the drop-list:



A drop-down menu with a blue header bar. The list contains the following items: Clinical Experience (01), Cooperative Education (02), Entrepreneurial Program (03), Internship (04), Mentoring (05), Practicum (12), Registered Apprenticeship (07), Registered Pre-Apprenticeship (06), and School-Based Enterprise (08).

Options include: Clinical Experience, Cooperative Education, Entrepreneurial Program, Internship, Mentoring, Practicum, Registered Apprenticeship, Registered Pre-Apprenticeship, School-Based Enterprise, Service Learning, Shadowing, and Work Experience.

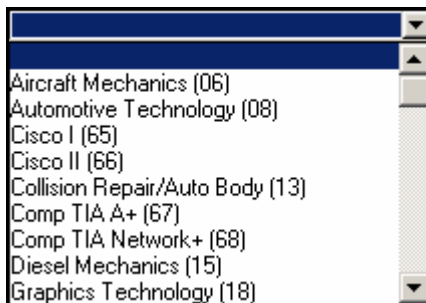
Tech Prep – check to indicate that the student is a Tech Prep student. This is a student with an Individual Graduation Plan and is enrolled in a sequence of integrated academic/technical non-duplicative secondary/postsecondary course that leads to a postsecondary educational outcome in a technical career. (Funding is available for Tech Prep Students in 9-12 grades.) For accountability purposes, the student is counted as a Tech Prep student when this criterion has been met and the student enrolls in the first technical class.

Credential Earned – select one from the drop-list:



A drop-down menu with a blue header bar. The list contains the following items: Career Major Certificate (6) and Certificate of Achievement (7).

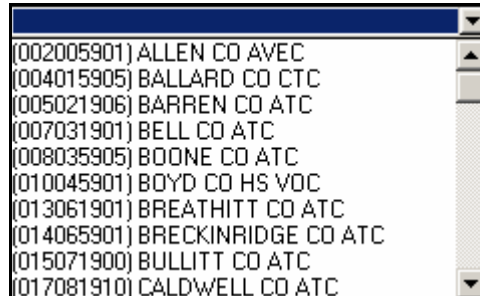
Industry Certificate – select from the drop-list:



A drop-down menu with a blue header bar. The list contains the following items: Aircraft Mechanics (06), Automotive Technology (08), Cisco I (65), Cisco II (66), Collision Repair/Auto Body (13), Comp TIA A+ (67), Comp TIA Network+ (68), Diesel Mechanics (15), and Graphics Technology (18).

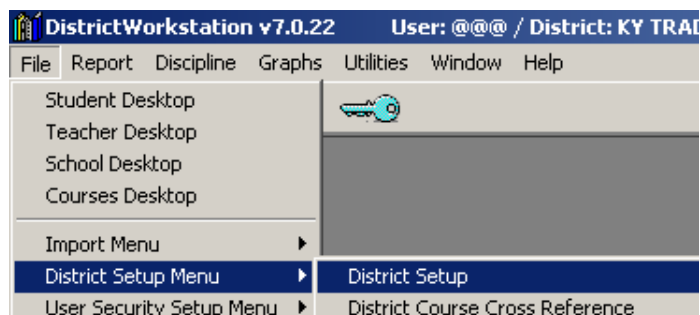
Options include: Aircraft Mechanics, Automotive Technology, Cisco I, Cisco II, Collision Repair/Auto Body, Comp TIA A+, Comp TIA Network+, Diesel Mechanics, Graphics Technology, Machine Shop, Medicaid Nurse Aide, Microsoft Mouse, and Practical Nursing.

ATC/CTC – select the technology center attended from the drop-list:

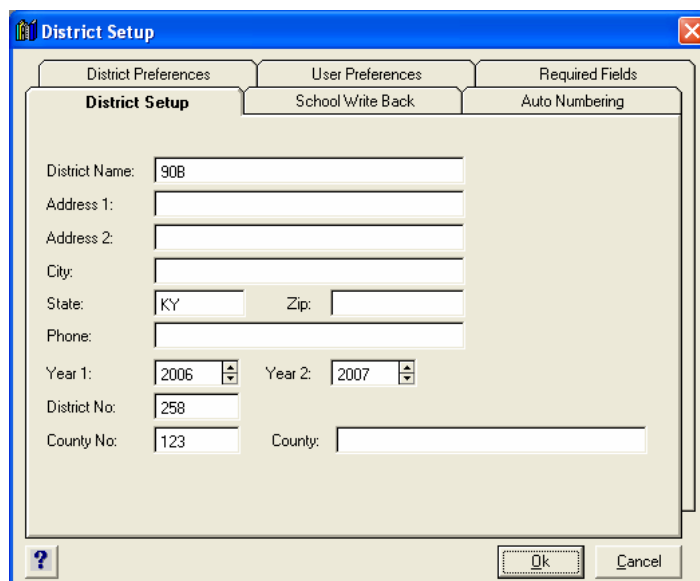


(002005901)	ALLEN CO AVEC
(004015905)	BALLARD CO CTC
(005021906)	BARREN CO ATC
(007031901)	BELL CO ATC
(008035905)	BOONE CO ATC
(010045901)	BOYD CO HS VOC
(013061901)	BREATHITT CO ATC
(014065901)	BRECKINRIDGE CO ATC
(015071900)	BULLITT CO ATC
(017081910)	CALDWELL CO ATC

Before this report is run, you must make sure that you have the *County Number* set up in the district setup. This is in the district workstation under **File | District Setup Menu | District Setup**.

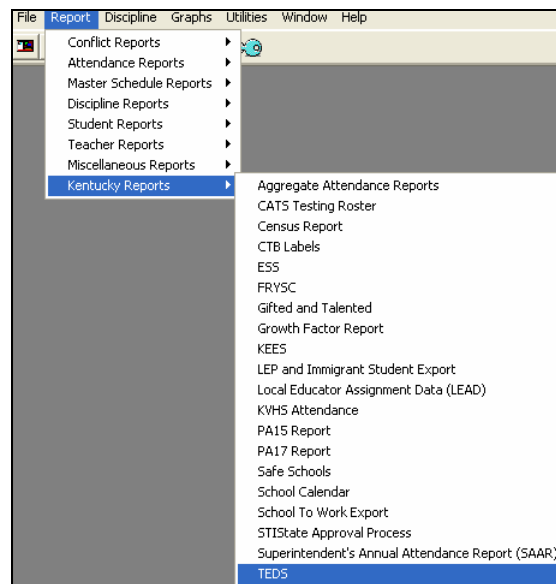
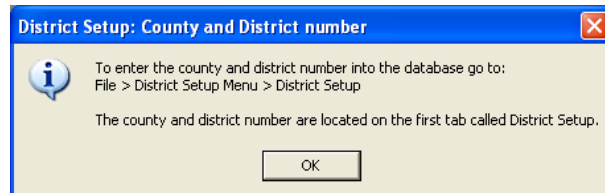
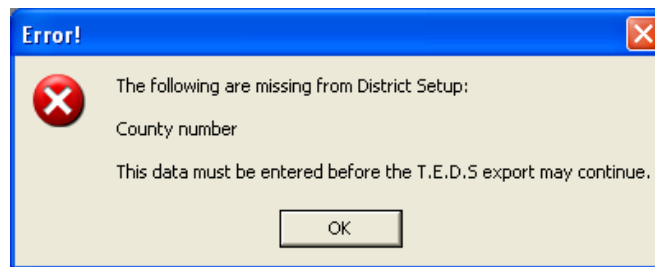


District Setup



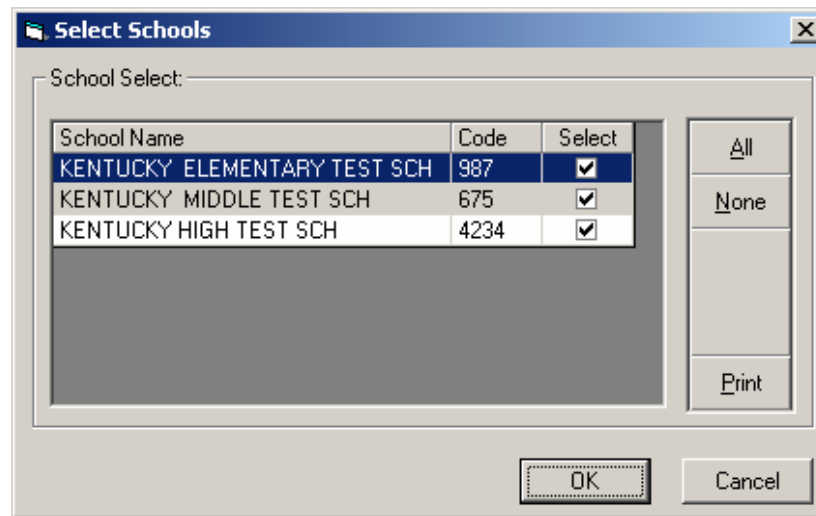
The screenshot shows the 'District Setup' dialog box. It has three tabs: 'District Preferences', 'User Preferences', and 'Required Fields'. The 'District Preferences' tab is active, showing fields for 'District Name', 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Phone', 'Year 1', 'Year 2', 'District No.', and 'County No.'. The 'District Name' field is filled with '908'. The 'State' field is filled with 'KY'. The 'Year 1' field is filled with '2006' and the 'Year 2' field is filled with '2007'. The 'District No.' field is filled with '258' and the 'County No.' field is filled with '123'. There are 'Ok' and 'Cancel' buttons at the bottom right.

Note If this step has not been completed you will receive the following message box:

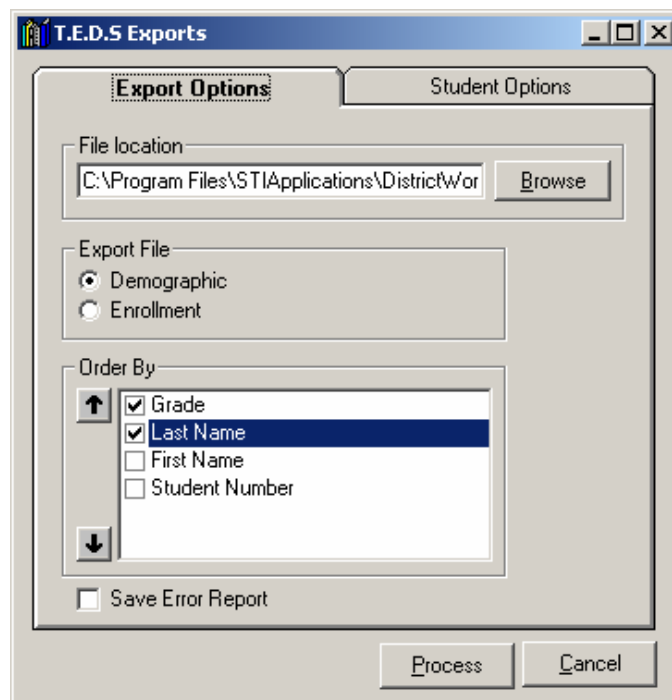


Select Schools

Create files for one or more schools on your list.



Export Options



Export Options

Enter the *File location* at which the files will be saved as

C:\ProgramFiles\STIApplications\DistrictWorkstation_v9\Exports\demographic.txt or enrollment.txt according to the export option selected by default.

Export File- This gives you option of just Demographic information or Enrollment information of the students included in this report.

Order By

By default, the *sort order* is based on all fields shown and the *priority* of the sort is determined by which field is listed at the top of the window. To remove a field, click on the box to the left for that field to clear the checkmark.

- You may move a field up or down in the sort priority by highlighting that field and clicking the up and down arrows to the left.

Save Error Report

Check this box to save a copy of the error report after it is generated.

Student Options

Grade	Select
0	<input checked="" type="checkbox"/>
1	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>
10	<input checked="" type="checkbox"/>

Student Options Tab

Click this tab to select the grades levels you wish to include in the report. Clear any checkmark to exclude the corresponding grade level.

Select **Process** button to run the export.

File Status

This will show you the export file location of the export file C:\Program Files\STIApplications\DistrictWorkstation_v9\Exports\demographic.txt or enrollment.txt depending on the option selected when running the report.

Error Report - T.E.D.S Export

School: 549

SECOND KENTUCKY HIGH SCHOOL

Grade: 10

Student No: 222224061 GAY, JANICE R.

- ☐ The Enrollment Date is missing or invalid.
- ☐ The Student Education Level is missing from the data ("").
- ☐ The Student Objective Code is missing from the data ("").

Grade: 11

Student No: 222224028 HAYES, MARSHA

- ☐ The Enrollment Date is missing or invalid.
- ☐ The Student Education Level is missing from the data ("").
- ☐ The Student Attendance Hours is missing.
- ☐ The Student Objective Code is missing from the data ("").

Grade: 12

Student No: 222224075 FLYNN, JAMES C.

- ☐ The Enrollment Date is missing or invalid.
- ☐ The Student Education Level is missing from the data ("").
- ☐ The Student Attendance Hours is missing.
- ☐ The Student Objective Code is missing from the data ("").

demographic.txt - Notepad							
File	Edit	Format	View	Help			
D222224061GAY		JANICE	R09/20/19895	F123258549	87	SALT STREET	
GLASGOW	KY60904						
D222224028HAYES		MARSHA	09/07/19885	F123258549	45	MAIN STREET	
GLASGOW	KY60904						
D222224217NUNN		NEWTON	09/09/19906	M123258549	501	WEST HALLS ST.	
TEST CITY	KY42141						
D22222356DAWSON		JACKSON	W04/17/19891	M123258549	ROUTE 1	BOX 10	
LYNCHBURG	KY37352						
D222223378EPPERSON		COLTON	R10/05/19871	M123258549	189	WILSON ROAD	
GLASGOW	KY42166						
D222224075FLYNN		JAMES	C09/01/19883	M123258549	987	ROUND CIRCLE RD	
GLASGOW	KY60904						
enrollment.txt - Notepad							
File	Edit	Format	View	Help			
E222224061GAY		01/01/19001232585492006-20071	1.50	01.0101	0	NNN2.615	
	NN						
E222224028HAYES		01/01/19001232585492006-20071		01.0101	0	NNN2.200	
	NN						
E222224217NUNN		08/10/20051232585492006-20071	4	1.00	01.0101	2 0	1 NNN2.300
	NN						
E22222356DAWSON		08/09/20051232585492006-20071	5	1.00	01.0101	2 1	NNN2.900
	NN						
E222223378EPPERSON		08/09/20051232585492006-20071	5	1.00	03.0101	2 1	NNN3.000
	NN						
E222224075FLYNN		01/01/19001232585492006-20071		01.0101	0	NNN3.528	
	NN						

KDE Report Exports Dates and Contacts

Export Name	Due Date	Export Submission Process	Submission Center	Contact
Calendar (Amended 2005-06 Year)	June 30th	Data Reports Email Address	Data.Reports@education.ky.gov	Michael.Speer@education.ky.gov
Calendar (2006-07 Year)	June 30th	Data Reports Email Address	Data.Reports@education.ky.gov	Michael.Speer@education.ky.gov
ESS (Regular)	June 30th	Web Application	http://apps.kde.state.ky.us/ess/	Monica.Simpson@education.ky.gov
ESS (Summer)	September 15th	Web Application	http://apps.kde.state.ky.us/ess/	Monica.Simpson@education.ky.gov
FRYSC	June 30th	Web Application	http://apps.kde.state.ky.us/frysc/	Michael.Denney@ky.gov
Gifted and Talented	May 19th	Web Application	http://apps.kde.state.ky.us/login/	Greg.Finkbonner@education.ky.gov
Growth Factor	November 1st	Finance Reports Email Address	Finance.Reports@education.ky.gov	Karen.Wirth@education.ky.gov
KEES (Early Graduates)	January 15th	KHEAA Web Application	www.kheaa.com	RGILPATRICK@kheaa.com
KEES (Regular Graduates)	June 30th	KHEAA Web Application	www.kheaa.com	RGILPATRICK@kheaa.com
LEAD Fall	September 15th	Web Application	https://wd.kyepsb.net/EPSB.WebApps/LEAD/	Cindy.Godsey@ky.gov
LEAD Spring	April 15th	Web Application	https://wd.kyepsb.net/EPSB.WebApps/LEAD/	Cindy.Godsey@ky.gov
LEP	May 19th	Web Application	http://apps.kde.state.ky.us/login/	Maureen.Keithley@education.ky.gov
SAAR	June 30th	Finance Reports Email Address	Finance.Reports@education.ky.gov	Karen.Wirth@education.ky.gov
Safe Schools	June 30th	Web Application	http://apps.kde.state.ky.us/safeschools/	Libby.Taylor@education.ky.gov
TEDS	June 15th	Imported directly into TEDS database	Imported directly into TEDS database	Kim.Rice@education.ky.gov
Health Reports	June 30th	Web Application	ftp://stihealth.kde.state.ky.us	Karen.Erwin@education.ky.gov

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